

# Southwest Wisconsin Technical College District Board Meeting

Regular Meeting
June 25, 2020

Held virtually

Virtual Meeting using Zoom – www.Zoom.us, Meeting ID: 960 9961 3773 Password: 516429

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# <u>Annotated Agenda</u>



#### **BOARD MEETING NOTICE/AGENDA**

Thursday, June 25, 2020

6:30 p.m. – Budget Hearing Immediately Following Budget Hearing – Regular Board Meeting Virtual Meeting using Zoom – www.Zoom.us, Meeting ID: 960 9961 3773 Password: 516429

# **ANNOTATED AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The June 25, 2020, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at <a href="www.swtc.edu/about/board/meetings">www.swtc.edu/about/board/meetings</a> and posted on campus in an attempt to make the general public aware of the time, place and agenda of the meeting."

- A. Roll Call
- B. Reports/Forums/Public Input

# **CONSENT AGENDA**

A. Approval of Agenda

A copy of the agenda is included with the electronic Board material.

B. Minutes of the Regular Board Meeting of May 21, 2020

Minutes of the March 26, 2020, Board meeting are included with the electronic Board packet

- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control

Each report is available electronically with all other Board material. Caleb White, Vice President for Administrative Services, will be at the meeting and available for any questions.

#### D. Contract Revenue

There were 28 contracts totaling \$387,980.15 in May 2020 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

#### E. Personnel Items

There are three employment recommendations and three retirements being presented for approval in the Personnel Report.

#### F. Southwest WI Workforce Development Board Lease

Included in the electronic Board material is a 12-month lease for Southwest Wisconsin Workforce Development Board to lease 136 square feet of space from the college at the Richland Center outreach site located at 373 West Sixth Street, Richland Center, WI, in the amount of \$309 per month.

#### G. Forward Services Lease

Included in the electronic Board material is a 12-month lease for Forward Service Corporation to lease 100 square feet of space from the college at the Richland Center outreach site located at 373 West Sixth Street, Richland Center, WI, in the amount of \$309 per month.

#### H. Clarity Clinic Lease

Included in the electronic Board material is a lease for Clarity Clinic Platteville, Inc. to rent 821 square feet of office/retail space from the College in Building 200, Suite 236. The rental fee is \$50 per month.

**Recommendation:** Approve the Consent Agenda as presented.

# OTHER ITEMS REQUIRING BOARD ACTION

# A. 2020-21 Budget

Caleb White will present the 2020-21 budget document at the public hearing prior to the Board meeting. The budget document is available electronically with all other Board material.

**Recommendation:** Approve the 2020-21 Budget as presented.

#### B. Enterprise Resource Planning (ERP) System

Caleb White, Heath Ahnen – Director of Information Technology Services, and Matthew Baute – Director of Software Enterprise will present information related to the Enterprise Resource Planning System and ask for final approval by the Board. Included in the electronic material is a PowerPoint highlighting the costs, key indicators, and implementation organizational charts.

<u>Recommendation</u>: Award contract for an Enterprise Resource Planning System to Campus Management Corp, Boca Raton, Florida for implementation and related services in the amount of \$1,525,225 plus expenses and a 10-year contract for software subscription fees.

#### C. Project Management Services for ERP Implementation

Administration proposes contracting with Campus Works, Inc. for project management services through the duration of the implementation of the ERP system.

<u>Recommendation:</u> Award a contract for Project Management Services for ERP implementation to CampusWorks, Inc., Bradenton, Florida in the amount of \$700,000 plus expenses.

#### D. WTCS Facilities Request: Auditorium

Administration previously brought to the Board a preliminary concept to remodel Room 413 into an auditorium. The College is ready to move forward with this project and must gain approval from the Wisconsin Technical College System. Dan Imhoff, Director of Facilities, will present the information included in the electronic Board material.

**Recommendation:** Approve the resolution for the Auditorium remodel.

# **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

# A. College Culture Monitoring Report

Krista Weber, Chief Human Resources Officer, will present a summary of the College Council Board Monitoring Report. The report is included with the electronic Board material.

#### **B. Staffing Update**

Krista Weber will provide an update on College staffing at the Board meeting. A summary is available with the other electronic Board material.

# INFORMATION AND CORRESPONDENCE

#### A. Enrollment Report

The 2019-20 Comparison Enrollment Report and the 2020-21 Comparison Enrollment Report are included in the electronic Board material. Also included are the PowerPoint slides showing the recruitment metrics.

# B. Chairperson's Report

# C. College President's Report - Acting President Caleb White

- 1. Laptop Program
- 2. College Happenings

#### D. Other Information Items

# ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

# A. Agenda

- 1. Oath of Office
- 2. Election of Officers
- 3. Three-year and Ten-year Facilities Plans

#### B. Time and Place

The meeting will be held virtually on Monday, July 13, 202, at 6:00 p.m. followed by the meeting with the Foundation Board and Real Estate Foundation Board.

# **Open Meeting**

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A. Roll Call

B. Reports/Forums/Public Input

# Consent Agenda

# A. Approval of Agenda



# **BOARD MEETING NOTICE/AGENDA**

Thursday, June 25, 2020

6:30 p.m. – Budget Hearing
Immediately Following Budget Hearing – Regular Board Meeting
Virtual Meeting using Zoom – www.Zoom.us, Meeting ID: 960 9961 3773
Password: 516429

# **AGENDA**

# **OPEN MEETING**

The following statement will be read: "The June 25, 2020, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at <a href="www.swtc.edu/about/board/meetings">www.swtc.edu/about/board/meetings</a> and posted on campus in an attempt to make the general public aware of the time, place and agenda of the meeting."

- A. Roll Call
- B. Reports/Forums/Public Input

# **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of May 21, 2020
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. DWD Lease
- G. Forward Services Lease
- H. Clarity Clinic Lease

# OTHER ITEMS REQUIRING BOARD ACTION

- A. 2020-21 Budget
- B. Enterprise Resource Planning (ERP) System
- C. Project Management Services for ERP Implementation
- D. WTCS Facilities Request: Auditorium

# **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. College Culture Monitoring Report
- B. Staffing Update

# INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
- C. College President's Report Acting President Caleb White
- D. Other Information Items

# ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

#### **A**DJOURNMENT

{Facilities at Southwest Tech are handicap accessible. For all accommodations, call 608-822-2632 or e-mail <u>disabilityservices@swtc.edu</u>.}

# B. Minutes of the Regular Meeting of May 21, 2020

MINUTES OF THE
REGULAR MEETING OF THE BOARD OF
DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MAY 21, 2020

Southwest Tech

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:03 p.m. on May 21, 2020. Due to the COVID-19 pandemic, the meeting was conducted using Zoom videoconferencing technology. The following members were present:

Charles Bolstad, Tracy Fillback, Melissa Fitzsimons, Jeanne Jordie, Russell Moyer, Eileen Nickels, Chris Prange, Donald Tuescher, Jane Wonderling

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Heath Ahnen, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Krista Weber, Caleb White, and Jake Wienkes. Public present included: David Blume, Crystal Wallin, and Attorney Jon Anderson.

Chairperson Bolstad called the meeting to order. Proof of notice was given as to the time, place, and purpose of the meeting. The following is the official agenda:

# **BOARD MEETING NOTICE/AGENDA**

Thursday, May 21, 2020

7:00 p.m. – Board Meeting
Virtual Meeting using Zoom – www.Zoom.us, Meeting ID: 949 6428 9415
Password: 505400

# **AMENDED AGENDA**

# **OPEN MEETING**

The following statement will be read: "The May 21, 2020, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at <a href="https://www.swtc.edu/about/board/meetings">www.swtc.edu/about/board/meetings</a> and posted on campus in an attempt to make the general public aware of the time, place and agenda of the meeting."

- A. Roll Call
- B. Reports/Forums/Public Input

# **C**ONSENT **A**GENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of April 23, 2020
- C. Financial Reports
  - 1. Purchases Greater than \$2,500

- 2. Treasurer's Cash Balance
- 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. Public Safety Complex Cash Farm Lease
- G. 2020-21 ACCT Membership Renewal
- H. 2020-21 WTC District Boards Association Membership Renewal

#### OTHER ITEMS REQUIRING BOARD ACTION

- A. Laptop Purchase for Students 2020-21
- B. Prairie du Chien Outreach Site Lease
- C. Darlington Outreach Site Lease
- D. James Property Lease
- E. Platteville OE Grey Lease Extension
- F. 2020-21 Board Monitoring Schedule

# BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. FY2021 Budget Update including Enterprise Resource Planning (ERP) System Update
- B. COVID-19 Monitoring Report Fiscal Sustainability
- C. Staffing Update

#### INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
- C. College President's Report
- D. Other Information Items

# **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
- B. Time and Place

# **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussing personnel issues per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
  - 2. Discussing Compensation for Employees per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
  - 3. Discussion of President's Contract per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- B. Approval of Closed Session Minutes of April 23, 2020

#### **RECONVENE TO OPEN SESSION**

- A. Action, if necessary, on Closed Session Items
  - 1. Compensation for Employees
  - 2. President's Contract

#### **ADJOURNMENT**

{Facilities at Southwest Tech are handicap accessible. For all accommodations, call 608-822-2632 or e-mail disabilityservices@swtc.edu.}

After a review of the Consent Agenda, including the May 21, 2020, agenda; April 23, 2020, Board meeting minutes; financial reports; one contract totaling \$500 in April 2020; the resignation of Connor Blaschke- Evening Custodian; and the expiration of limited-term employment positions for Madison Cooper – LTE Grant Manager Assistant, KJ Flynn – LTE IT Instructional Lab Assistant, and Hilary Schlinger - LTE Midwife Instructor/Program Director; the contract for a cash farm lease with Winch's Pine Grove Farms, Fennimore, WI in the amount of \$350 for 2.8 acres of hay ground at the Public Safety Complex: the renewal of the Association of Community College Trustee Membership for 2020-21 in the amount of \$3,437; and the renewal of the membership to the WTC District Boards Association for 2020-21 in the amount of \$22,415.26, Mr. Moyer moved to approve the Consent Agenda with Ms. Nickels seconding the motion. No vote taken. Dr. Wood recommended a change to the Board meeting agenda to move the Budget Update and the Fiscal Sustainability Board Monitoring Report to immediately following the Consent Agenda and the Closed Session – President's Contract item be removed from the agenda. Mr. Moyer moved to approve the Consent Agenda with the Budget Update and Fiscal Sustainability Board Monitoring Report moved to immediately following the Consent Agenda. Ms. Nickels seconded the motion. The motion carried on a roll call vote with all members voting affirmatively.

Caleb White, Vice President for Administrative Services, presented the FY2021 budget update including an update on the Enterprise Resource Planning (ERP) system. Mr. White reviewed all six funds, noting the budget is being built on 1275 FTEs. The budget will be brought to the Board for approval at the June 25, 2020, Board meeting. There are some changes to be incorporated into the budget.

Mr. White also updated the Board on the contract negotiations with the vendor the College is leaning toward for the Enterprise Resource Planning System. The college engaged a contract negotiation attorney who guided the college to develop a list of pre-contract demands. Mr. White is still negotiating with the vendor and plans to bring approval of the Enterprise Resource Planning System to the Board at the June 25 meeting. The Board recommended there is a well-developed timeline and a proposed budget included and the information is sent to the Board a week ahead of the meeting for ample time for the Board members to review.

A board monitoring report on Fiscal Sustainability was presented by Mr. White. Strengths identified included the budget supporting the College ENDS and meeting the student and community needs, an unmodified audit report, a comfortable General Fund Reserve balance; the reduction of the College's OPEB liability by \$7.8 million in the past eight years, the College's 4.5 percent student default rate, Moody's Investor Service Rating of Aa2, and the Higher Learning Commission Composite Financial Index of 2.74.

As part of the Fiscal Sustainability report, Heath Ahnen, Director of Information Technology (IT) Services, reviewed the strategic IT considerations which helped the College transition to

virtual learning in March 2020. Current strengths included a robust wired/wireless network infrastructure, VPN (secure remote capabilities), robust communication systems and campus internet connection, and off-site data back-up recovery system. Opportunities being worked on include integration of systems, cloud computer, virtual desktop, a student laptop program for hardware and software, and enterprise resource planning system platform. Over the past four years, IT processes, infrastructure, hardware deployment, and storage systems have all been improved.

The SWTC 1:1 laptop program is being proposed to offer students a variety of opportunities to be successful in achieving their academic goals. This program will provide students with a standard set of software and hardware tools as part of the digital learning environment at Southwest Tech. The standard deployment will include a laptop, a Southwest Tech-branded backpack, wireless access on campus, training, service, and support. Mr. White shared the costs for the program noting the costs for the students in a technology fee would be \$400 per semester, which requires Student Senate approval. The Student Senate will be voting on the technology fee on May 26. Mr. White and Dr. Wood further explained the College would be using one-time funds to supplement the program in the first year. Students will be offered a rebate of the technology fee during the 2020-21 academic year after successful completion of the semester. Mr. Moyer moved to approve the SWTC 1:1 Laptop Program, offering hardware, software, and support to program students. Ms. Nickels seconded the motion. Upon a roll call vote with all members of the Board voting affirmatively, the motion carried.

The Board reviewed a lease agreement for the Outreach Site located at 1304 S. Marquette Avenue, Prairie du Chien, WI, which is used primarily for adult basic education. Mr. Tuescher moved to approve the lease agreement with Workforce Connections, Inc. to lease office and educational space located at 1304 S. Marquette Avenue, Prairie du Chien, WI, for \$4,200 annually from July 1, 2020, through June 30, 2021. Mr. Prange seconded the motion; which was unanimously approved on a roll call vote.

Mr. White presented a lease agreement for the Darlington Outreach Site located at 627 Main Street, Darlington, WI, which is also used primarily for adult basic education. Mr. Tuescher moved to approve the lease agreement with the City of Darlington to lease office and educational space located at 627 Main Street, Darlington, WI for \$1,200 annually from July 1, 2020, through June 30, 2021. Ms. Nickels seconded the motion. A roll call vote with all members of the Board voting affirmatively was taken. The motion carried.

A commercial lot lease agreement with Jim's Building Center, Inc., Fennimore, to rent the James Property contiguously located to the east of Jim's Building Center was presented by Caleb White. Mr. White noted the James Building was recently razed and the College had no plans to use in the near future. Mr. Moyer moved to approve the five-year commercial lot lease agreement for Jim's Building Center, Inc., Fennimore, WI, to lease the James Property lot for \$2400 annually, commencing on July 1, 2020. Mr. Prange seconded the motion. The motion carried on a roll call vote with all Board members voting affirmatively.

Due to COVID-19 and the social distancing limits that will be in place for classes, the administration asked the Board to consider a lease extension with the School District of Platteville to rent educational and office space at the OE Gray Building located at 110 W. Adams Street, Platteville, WI, which is the current outreach site. The new outreach site will be used for classroom space in the fall semester for the Police Academy. Ms. Jordie moved to approve the lease extension with the Platteville School District to lease office and educational space located at 110 W. Adams Street, Platteville, for \$700 per month from July 1, 2020,

through December 31, 2020. Mr. Tuescher seconded the motion; upon a roll call vote with all members voting affirmatively, the motion was approved.

Karen Campbell, Executive Services Director, reviewed the 2020-21 Board Monitoring Schedule noting that many of the conferences are undecided due to the COVID-19 pandemic. The schedule provides an outline of when key items are brought to the board for approval or monitoring. Mr. Prange moved to approve the 2020-21 Board Monitoring Schedule as presented. Mr. Tuescher seconded the motion, with a roll call vote taken. The motion carried after all the Board members voted affirmatively.

Krista Weber provided an update on College staffing noting there is a Financial Aid Assistant/Accounting Bursar position posted.

The 2019-20 FTE Comparison Enrollment Report reflected a slight decrease in FTEs this year as compared to last year at this time. The 2020-21 Comparison Enrollment Report showed a decrease in FTEs of five percent year-over-year. Katie Glass, Executive Director of Marketing, provided an overview of recruitment activities including campaigns for K-12 and Adult Recruitment, Hired Before Graduation, and the University Transfer Program.

Under the Chairperson's Report, Mr. Bolstad noted that the questions he had on re-opening and class delivery were answered in the reports given.

The College President's Report included an update on the student CARES Act fund distribution. All funds (~\$350,000) have been distributed to students. Thank you to the Financial Aid staff for working diligently to disburse the money to the students who needed it.

Mr. Tuescher motioned to adjourn to closed session for the purpose of discussing personnel issues per Wis. Statutes 19.85(1)(f) and discussing employee compensation and the President's Contract per Wis. Statutes 19.85(1)(c). Ms. Fillback seconded the motion, and upon a roll call vote with all members voting affirmatively, the meeting adjourned to closed session at 9:45 p.m. The meeting reconvened to open session at 11:07 p.m. Mr. Tuescher moved to increase compensation for all benefited employees one (1) percent (CPI) on July 1, 2020, and award a \$500 (gross) one-time stipend to each benefited employee in June. Ms. Nickels seconded the motion. Upon a roll call vote with Mr. Moyer dissenting and the remaining Board members voting affirmatively, the motion carried. There was no action taken on the President's contract.

With no further business to come before the Board, Mr. Tuescher moved to adjourn the meeting. Ms. Fitzsimons seconded the motion. The motion carried and the meeting adjourned at 11:10 p.m.

Donald L. Tuescher, Secretary	

# C. Financial Reports

# 1. Purchases Greater than \$2,500

# SOUTHWEST WISCONSIN TECHNICAL COLLEGE PURCHASES GREATER THAN \$2,500 FOR THE PERIOD 05/01/2020 - 05/31/2020

		Invoices						
Vendor	Vendor Invoice # Description Amount							
ASSOCIATED BANK		DTC June 2020 Principal	\$2,300,000.00					
ASSOCIATED BANK	19-20 PRIN & INT	19-20 principal & interest	\$1,313,550.00					
ASSOCIATED BANK	19-20 PRINC & INT	19-20 Principal & Interes	\$514,050.00					
ASSOCIATED BANK	19-20 PRINC & INTER	19-20 Prinicpal/Interest	\$97,275.00					
ASSOCIATED BANK	DTC JUNE 2020	DTC June 2020 Interest	\$86,000.00					
HSR ASSOCIATES INC	20006-01	413 Remodel	\$13,951.20					
DIGITALBARN.US	SWTC190420	Online Digital Ads	\$9,850.00					
COLUMBUS US	RI13729	Dynamics GP Renewal	\$9,771.20					
DIGITALBARN.US	SWTC180320	Site Schools and site retarget	\$9,350.00					
QUARLES & BRADY LLP	6229849	Billable Charges	\$9,250.00					
HUSCH BLACKWELL LLP	2847071	Misc Labor/employment issues	\$6,897.00					
DIGITALBARN.US	SWTC170220	Online Digital Ads	\$6,350.00					
WOODWARD PRINTING SERVICES	3977011	Motorist Handbook Printing	\$6,324.79					
YOUR-TYPE	SWTC2020	Bookstore furniture	\$6,178.00					
HUSCH BLACKWELL LLP	2847070	2020 Misc Corp issues	\$6,042.00					
Katlyn M Cooley	1768522	Opp Student Refund	\$5,000.00					
Katrina M Lindahl	1766383	Opp Student Refund	\$5,000.00					
Chase S Ruetten	1766415	Opp Student Refund	\$5,000.00					
Jacob J Stedman	1766163	Opp Student Refund	\$5,000.00					
Kristina V Kirschbaum	1767448	Opp Student Refund	\$4,800.00					
Brandon T Gutknecht	1766406	Opp Student Refund	\$4,750.00					
Lindsey A McClaren	1767462	Opp Student Refund	\$4,625.00					
Natalee B Walters	1766160	Opp Student Refund	\$4,500.00					
Logan J Ruhland	1767468	Opp Student Refund	\$4,200.00					
MUTUAL OF OMAHA COMPANIES	743072-91M E J HAMPT	E Hampton Medicare Prem	\$4,097.38					
Honesti R Runde	1767460	Opp Student Refund	\$4,000.00					
Paige M Johll	1767465	Opp Student Refund	\$4,000.00					
Jayna E Oglesby	1767467	Opp Student Refund	\$4,000.00					
Tanya A Brown	1767474	Opp Student Refund	\$4,000.00					
VERBIT SOFWARE LTD	100863	Transcription Minutes	\$4,000.00					
Bryce J Bedward	1766410	Opp Student Refund	\$3,950.00					

Vendor	Invoice #	Description	Amount	
GALLITANO & O'CONNOR LLP	11047	Fees/expenses	\$3,862.30	
Patrick H Hilger	1767447	Opp Third Party Payment	\$3,750.00	
Ashley A Kirchner	1767463	Opp Student Refund	\$3,700.00	
SP MARKETPLACE HOLDINGS INC	7009	license annual renewal	\$3,693.00	
BRADS BULLDOZING LLC	4.9.20	Removal of property	\$3,660.00	
Austin M Doyle	1766140	Opp Student Refund	\$3,650.00	
Anna Fernberg	1766147	Opp Student Refund	\$3,650.00	
Michelle M Clark	1766416	Opp Student Refund	\$3,600.00	
Troy D Turpin	1766439	Opp Student Refund	\$3,500.00	
Nathan K Wedige	1766408	Opp Student Refund	\$3,300.00	
Shanan K Farris	1766150	Opp Student Refund	\$3,300.00	
Dawn R Dines	1767455	Opp Student Refund	\$3,210.00	
GREATER DUBUQUE DEVELOPMENT	20-21 INVESTMENT	Advertising	\$3,125.00	
Karla J Costner	1766166	Opp Student Refund	\$3,068.00	
Cody H Crusan	1766128	Opp Student Refund	\$3,050.00	
Cecilia L Kouba	1767485	Opp Student Refund	\$3,000.00	
Jill R Imhoff	1767449	Opp Student Refund	\$3,000.00	
Kimberly B Fortney	1766440	Opp Student Refund	\$3,000.00	
Nichole E Buckley-Metcalf	1766386	Opp Student Refund	\$3,000.00	
ShaCoya Ross	1766437	Opp Student Refund	\$3,000.00	
Shane M West	1766129	Opp Student Refund	\$3,000.00	
VERBIT SOFWARE LTD	100863	Transcription Minutes	\$3,000.00	
WEST END SALVAGE	91	waste removal	\$3,000.00	
Lilly R Blumer	1768571	Opp Student Refund	\$2,900.00	
Chelsea R Carlson	1767451	Opp Student Refund	\$2,900.00	
Kyle R Klotz	1766431	Opp Student Refund	\$2,750.00	
Oscar T Ortiz	1766159	Opp Student Refund	\$2,750.00	
Anthony Garcia	1767486	Opp Student Refund	\$2,745.00	
HSR ASSOCIATES INC	19024-10	New Bookstore	\$2,736.90	
Gage A Cabrera	1767454	Opp Student Refund	\$2,700.00	
Matthew C Whittle	1766426	Opp Student Refund	\$2,653.00	
Renae K Hilger	1766402	Opp Student Refund	\$2,600.00	
SWTC FOUNDATION	5.14.20 PR	5.14.20 PR Deductions	\$2,587.55	
Alyssa J Olson	1766399	Opp Student Refund	\$2,550.00	
HEARTLAND BUSINESS SYSTEMS	371571-H	caralyst	\$2,503.25	
Shane M West	1766401	Opp Student Refund	\$2,500.00	
Taylor A Pasch	1766424	Opp Student Refund	\$2,500.00	
Andraya M Errthum	1766123	Opp Student Refund	\$2,500.00	
Jacob L Udelhoven	1766125	Opp Student Refund	\$2,500.00	
Alexis J Miura	1766144	Opp Student Refund	\$2,500.00	
Scott Abbott	1766151	Opp Student Refund	\$2,500.00	
Jennifer L Lawinger	1766153	Opp Student Refund	\$2,500.00	
Caitlin V Griebel	1766156	Opp Student Refund	\$2,500.00	
Total Invoice		Opp Gladerit Refaile	Ψ2,000.00	\$4,594,255.57

	P	Purchase Orders		
Vendor	PO #	Description	Amount	
HSR Associates Inc	6897	Facilities: Lecture Hall Professional Services	\$123,660.00	
Total Purchase Orders			,	\$123,660.00
	В	ank Withdrawals		
Vendor	Transaction #	Audit Trail	Amount	
WI Tech EE Benefits May 2020	CMTRX00002652	WDL000007145	\$272,547.66	
941 ER Fed Tax #95074149	CMTRX00002678	WDL000007205	\$164,882.37	
WI EE Trust Funds #228283	CMTRX00002692	WDL000007237	\$125,299.85	
941 ER Fed Tax #44258790	CMTRX00002692	WDL000007236	\$110,600.23	
941 ER Fed Tax #20775819	CMTRX00002649	WDL000007141	\$108,552.68	
WI Dept of Rev #0-463-599-90	CMTRX00002678	WDL000007204	\$31,204.08	
WI DOR PR Tax 1-494-271-264	CMTRX00002692	WDL000007234	\$22,092.67	
WI Dept of Rev #0-680-868-12	CMTRX00002666	WDL000007168	\$21,559.93	
Nat'l Bus Furn ACH Ret Repro	CMTRX00002665	WDL000007164	\$11,276.34	
Symetra Life Ins #1473459	CMTRX00002692	WDL000007235	\$9,901.16	
Digital Barn ACH Return Repr	CMTRX00002678	WDL000007202	\$9,350.00	
Wells Fargo #832372429	CMTRX00002679	WDL000007210	\$7,133.00	
ACH Reprocess - Pro Safe Fir	CMTRX00002651	WDL000007143	\$6,592.00	
Wells Fargo #829848011	CMTRX00002666	WDL000007171	\$6,213.00	
Delta Dental #368718	CMTRX00002691	WDL000007226	\$4,654.53	
Wage Works #2109918	CMTRX00002691	WDL000007225	\$2,549.34	
Delta Dental #362555	CMTRX00002657	WDL000007154	\$2,522.19	
Taylor P. ACH Return Reproce	CMTRX00002693	WDL000007238	\$2,500.00	
Total Bank Withdrawals				\$919,431.03
		Payroll		
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 5/29/2020	UPRCC00001069	WDL000007227	\$297,953.32	
Direct Deposit 5/1/2020	UPRCC00001057	WDL000007132	\$295,586.66	
Direct Deposit 5/15/2020	UPRCC00001062	WDL000007187	\$284,520.22	
Direct Deposit 5/15/2020	UPRCC00001064	WDL000007189	\$130,142.89	
Direct Deposit 5/1/2020	UPRCC00001059	WDL000007134	\$25,811.34	
Direct Deposit 5/15/2020	UPRCC00001065	WDL000007190	\$22,697.28	
Direct Deposit 5/29/2020	UPRCC00001070	WDL000007228	\$15,191.95	
Direct Deposit 5/29/2020	UPRCC00001071	WDL000007229	\$10,798.77	
Direct Deposit 5/1/2020	UPRCC00001058	WDL000007133	\$4,816.22	
Direct Deposit 5/15/2020	UPRCC00001063	WDL000007188	\$3,237.07	
Direct Deposit 5/1/2020	UPRCC00001055	WDL000007130	\$2,917.56	
Direct Deposit 5/29/2020	UPRCC00001073	WDL000007231	\$2,790.90	
Direct Deposit 5/29/2020	UPRCC00001072	WDL000007230	\$2,540.00	
Total Payroll				\$1,099,004.18

Purchase Cards								
Vendor	Transaction #	Audit Trail	Amount					
US Bank ending 05.12.2020	CMTRX00002691	WDL000007224	\$31,141.67					
US Bank ending 4.28.2020	CMTRX00002673	WDL000007181	\$22,789.90					
Total Purchase Cards				\$53,931.57				
Total Purchases >= \$2,500				\$6,790,282.35				

# 2. Treasurer's Cash Balance

Southwest W	isconsin Technical C	ollege	
Report of Treasu	rers Cash Balance 0	5/31/2020	
Receipts			
Fund			
1 General	203,052.15		
2 Special Revenue	200,0020		
3 Capital Projects	_		
4 Debt Service	-		
5 Enterprise	26,459.39		
6 Internal Service	298,294.50		
7 Financial Aid/Activities	524,759.90		
Total Receipts	, , , , ,	1,052,565.94	
Expenses			
Fund			
1 General	2,336,598.06		
2 Special Revenue			
3 Capital Projects	570,775.61		
4 Debt Service	4,320,125.00		
5 Enterprise	64,758.80		
6 Internal Service	320,992.67		
7 Financial Aid/Activities	420,020.51		
Total Expenses		8,033,270.65	
Net cash change - month			(6,980,704.71)
EOM Cash Balances			
-Midwest One Operating 0356	5,338.17		
-Midwest One Investment 1324	15,902,175.62		
-Midwest One Cash Account 5062	-		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,231,408.16		
Ending Cash/Investment Balance		17,141,861.95	

# 3. Budget Control

		vest Wisconsin Te		ge					
		TD Summary for F							
For 11 Months ended May 2020									
	2019-20	2019-20	2019-20	2018-19	2017-18	2016-17	2015-16		
	<u>Budget</u>	YTD Actual	<u>Percent</u>	<u>Percent</u>	Percent	Percent	Percent		
General Fund Revenue	23,506,000.00	20,448,458.96	86.99	87.41	90.36	84.76	86.23		
General Fund Expenditures	24,165,000.00	20,039,036.73	82.93	85.23	82.57	81.32	84.46		
Capital Projects Fund Revenue	4,020,000.00	4,027,538.90	100.19	99.82	104.67	101.10	99.89		
Capital Projects Fund Expenditures	5,100,000.00	2,727,626.57	53.48	56.13	52.26	44.10	48.68		
Debt Service Fund Revenue	5,425,000.00	3,620,872.62	66.74	68.94	70.62	70.34	69.14		
Debt Service Fund Expenditures	5,724,600.00	4,795,237.50	83.77	101.34	45.81	99.04	99.89		
Enterprise Fund Revenue	1,768,000.00	1,360,799.68	76.97	74.74	69.55	72.84	95.14		
Enterprise Fund Expenditure	1,636,000.00	1,376,276.21	84.12	73.03	70.75	69.36	84.09		
Internal Service Fund Revenue	4,427,000.00	3,378,847.39	76.32	80.28	85.60	83.38	92.60		
Internal Service Fund Expenditures	4,427,000.00	3,567,061.50	80.58	84.21	87.04	85.05	100.77		
Trust & Agency Fund Revenue	8,020,000.00	5,789,109.45	72.18	72.23	80.96	85.83	81.09		
Trust & Agency Fund Expenditures	8,075,000.00	6,240,961.42	77.29	75.53	81.11	87.00	80.98		
Grand Total Revenue	47,166,000.00	38,625,627.00	81.89	82.54	85.79	83.50	85.08		
Grand Total Expenditures	49,127,600.00	38,746,199.93	78.87	82.67	75.89	81.95	85.19		

# D. Contract Revenue

There were 28 contracts totaling \$387.980.15 in May 2020 being presented for Board approval. The Contract Revenue Report is included below.

# 2019 - 2020 CONTRACTS

5/1/2020 - 5/31/2020

				Number		Exchange of Services (Instructional	On-Campus	× Off-Campus	Waiver	
Contract Holder	Contract #	Service Provided	Contact	Served	Price	Fees Waived)	=	¥.	Vai	
Barneveld School District	03-2020-0002-1-11	Drivers Education Theory	Kris Wubben	15	\$ 1,650.00	No No	Ol	×	>1	
Barneveld School District	03-2020-0003- -11	Drivers Education Behind The Wheel	Kris Wubben	21	\$ 6,825.00	No		X		
Benton School District	03-2020-0004- -11	Drivers Education Theory	Kris Wubben	16	\$ 1,760,00	No		X		
Benton School District	03-2020-0005- -11	Drivers Education Behind The Wheel	Kris Wubben	27	\$ 8,775,00	No		X		
Boscobel School District	03-2020-0006-1-11	Drivers Education Theory	Kris Wubben	35	\$ 3,850.00	No		×		
Boscobel School District	03-2020-0007- -11	Drivers Education Behind The Wheel	Kris Wubben	43	\$ 13,975.00	No		×		
Cassville School District	03-2020-0008-1-11	Drivers Education Behind The Wheel	Kris Wubben	18	\$ 5,850.00	No		X		
Cuba City School District	03-2020-0009-1-11	Drivers Education Theory	Kris Wubben	35	\$ 3,850.00	No		X		
Cuba City School District	03-2020-0010- -11	Drivers Education Behind The Wheel	Kris Wubben	38	\$ 12,350.00	No		X		
Dodgeville School District	03-2020-0011-1-11	Drivers Education Theory	Kris Wubben	68	\$ 7,480.00	No		Х		
Dodgeville School District	03-2020-0012+1-11	Divers Education Behind The Wheel	Kris Wubben	73	\$ 23,725.00	No		X		
Fennimore School District	03-2020-0013-1-11	Drivers Education Theory	Kris Wubben	27	\$ 2,970.00	No		X		
Fennimore School District	03-2020-0014- -11	Drivers Education Behind The Wheel	Krīs Wubben	31	\$ 10,075.00	No		X		
Highland School District	03-2020-0015- -11	Drivers Education Theory	Kris Wubben	24	\$ 2,640.00	No		×		
Highland School District	03-2020-0016-1-11	Drivers Education Behind The Wheel	Kris Wubben	26	\$ 8,450.00	No		X		
lowa Grant School District	03-2020-0017-1-11	Drivers Education Theory	Kris Wubben	28	\$ 3,080.00	No		X		
lowa Grant School District	03-2020-0018-1-11	Drivers Education Behind The Wheel	Kris Wubben	38	\$ 12,350.00	No		X		
Lancaster School District	03-2020-0019- -11	Drivers Education Theory	Kris Wubben	69	\$ 7,590.00	No		×		
Lancaster School District	03-2020-0020- -11	Drivers Education Behind The Wheel	Kris Wubben	57	\$ 18,525.00	No		X		
Mineral Point School District	03-2020-0021- -11	Drivers Education Theory	Kris Wubben	41	\$ 4,510.00	No		X		
Mineral Point School District	03-2020-0022-1-11	Drivers Education Behind The Wheel	Kris Wubben	46	\$ 14,950.00	No		X		

INDIRECT COST FACTOR

				Number			Services (Instructional	On-Campus	Off-Campus	Waiver
Contract Holder	Contract #	Service Provided	Contact	Served		Price	Fees Waived)	5	व्य	3
Platteville School District	03-2020-0023-1-11	Drivers Education Theory	Kris Wubben	89	\$	9,790.00	No		X	
Platteville School District	03-2020-0024-1-11	Drivers Education Behind The Wheel	Kris Wubben	77	\$	25,025.00	No		X	
Potosi School District	03-2020-0025-1-11	Drivers Education Behind The Wheel	Kris Wubben	24	\$	7,800,00	No		X	
River Ridge School District	03-2020-0026-1-11	Drivers Education Theory	Kris Wubben	25	\$	2,750,00	Nο		X	
River Ridge School District	03-2020-0027-1-11	Drivers Education Behind The Wheel	Kris Wubben	32	\$	10,400.00	No		×	
Southwestern School District	03-2020-0028-1-11	Drivers Education Theory	Kris Wubben	37	\$	4,070.00	No		×	
Southwestern School District	03-2020-0029-1-11	Drivers Education Behind The Wheel	Kris Wubben	38	\$	12,350.00	No		×	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Sum 1920) Keyboarding	Katie Garrity	5	\$	755,95	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Sum 1920) Windows 7	Katie Garrity	8	\$	1,209.52	Yes		×	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Sum 1920) Microsoft Power Point	Katie Garrity	2	\$	302,38	Yes		×	
WI Dept, of Corrections	03-2020-0045- -32	PDC: (Sum 1920) Beginning Microsoft Word	Katie Garrity	6	\$	907,14	Yes		X	
WI Dept, of Corrections	03-2020-0045-1-32	PDC: (sum 1920) Beginning Microsoft Excel	Katie Garrity	2	5	302,38	Yes		×	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Sum 1920) Beginning Microsoft Access	Katle Garrity	1	\$	151.19	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Sum 1920) Intermediate Microsoft Word	Katie Garrity	1	\$	151.19	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Sum 1920) Intermediate Microsoft Access	Katle Garrity	1	\$	151.19	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Sum 1920) Introduction to Microsoft Publisher	Kaitie Garrity	2	\$	302.38	Yes		×	
WI Dept, of Corrections	03-2020-0045-1-32	PDC: (Sum 1920)								
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Sum 1920) Applied Math	Katie Garrity	4	\$	1,191.52	Yes		×	
WI Dept, of Corrections	03-2020-0045-1-32	PDC: (Sum 1920) Workplace Communication	Derek Dachelet	16	Š	4,766.08	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Sum 1920) Bricklaying/Masonry I	Derek Dachelet	4	\$	3,003.80	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Sum 1920) Bricklaying/Masonry II	Derek Dachelet	4	\$	3,003.80	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Sum 1920) Construction Safety & Health	Derek Dachelet	4	\$	604.76	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Sum 1920) Related Welding Mod A	Derek Dachelet	1	\$	202.69	Yes		X	
WI Dept. of Corrections WI Dept. of Corrections	03-2020-0045-I-32 03-2020-0045-I-32	PDC: (Fall 1920) Applied Math PDC: (Fall 1920)	Katie Garrity	8	\$	2,383.04	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Workplace Communication	Derek Dachelet	16	\$	4,766.08	Yes		×	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Beginning Microsoft Word	Katle Garrity	8	\$	1,209.52	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Beginning Microsoft Word	Katie Garrity	10	Ś	1,511.90	Yes		×	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Beginning Microsoft Access	Katle Garrity	10	\$	1,511.90	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Intermediate Microsoft Word	Katie Garrity	9	\$	1,360.71	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Intermediate Microsoft Excel	Katle Garrity	11	\$	1,663.09	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Intermediate Microsoft Access	Katle Garrity	9	\$	1,360.71	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC; (Fall 1920) Microsoft PowerPoint	Katie Garrity	9	Š	1,360.71	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Introduction to Microsoft Publisher	Katie Garrity	9	\$	1,360.71	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Keyboarding	Katie Garrity	6	Š	907.14	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Windows 7	Katie Garrity	9	Ś	1,360.71	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Bricklaying & Masonry I	Derek Dachelet	9	3	6,758.55	Yes		X	
Southwest Wisconsin Technical		2	Policy Declicies	-		5,750.00			7.0	
		•								

A	lac o raw			Number		100	Exchange of Services (Instructional	On-Campus	Off-Campus	Waiver
Contract Holder	Contract #	Service Provided	Contact	Served	4	Price	Fees Waived)	ō		3
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Bricklaying & Masonry II	Derek Dachelet	9	\$	6,758.55	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Bricklaying & Masonry III	Derek Dachelet	3	\$	2,252.85	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Bricklaying & Masonry IV	Derek Dachelet	3	\$	2,252.85	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Sketching & Print Reading	Derek Dachelet	3	\$	901.14	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Estimating	Derek Dachelet	3	\$	901.14	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Construction Safety & Health	Derek Dachelet	9	\$	1,360.71	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Related Welding Mod A	Derek Dachelet	3	\$	608.07	Yes		×	
WI Dept, of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Basic Electrical	Derek Dachelet	8	\$	3,856,56	Yes		×	
WI Dept, of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Basic Plumbing	Derek Dachelet	8	\$	3,856.56	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Fundamentals of Building Trades Safety	Derek Dachelet	8	\$	5,142.08	Yes		×	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Basic Carpentry	Derek Dachelet	8	\$	3,856.56	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Fall 1920) Blueprint Reading for Contruction	Derek Dachelet	g	\$	2,571.04	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	Boscobel: (Fall 1920) Basic Hair Design	Katie Garrity	2	\$	1,606.90	Yes		×	
WI Dept. of Corrections	03-2020-0045-1-32	Boscobel: (Fall 1920) Salon / Spa Science	Katie Garrity	2	\$	595.76	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	Boscobel: (Fall 1920) Chemical Restructuring	Katie Garrity	2	\$	642.76	Yes		×	
WI Dept. of Corrections	03-2020-0045-1-32	Boscobel: (Fall 1920) Haircoloring & Techniques	Katie Garrity	2	\$	964.14	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	Boscobel: (Fall 1920) Nail Technology	Katie Garrity	2	\$	964,14	Yes		X	
WI Dept, of Corrections	03-2020-0045-1-32	Boscobel: (Fall 1920) Basic Facials	Katie Garrity	2	5	642.76	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	Boscobel: (Fall 1920) Salon / Spa Management	Katie Garrity	2	\$	595.76	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	Boscobel: (Fall 1920) Salon Services (	Katie Garrity	2	\$	964.14	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	Boscobel: (Fall 1920) Salon Services (I	Katie Garrity	2	\$	1,285.52	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	Boscobel: (Fall 1920) Salon Serivces III	Katie Garrity	2	\$	1,285.52	Yes		X	
WI Dept, of Corrections	03-2020-0045-1-32	Boscobel: (Fall 1920) Salon Services IV	Katie Garrity	2	\$	1,285,52	Yes		×	
WI Dept. of Corrections	03-2020-0045-1-32	Boscobel: (Fall 1920) Salon Services V	Katie Garrity	2	\$	1,606.90	Yes		×	
WI Dept, of Corrections	03-2020-0045-1-32	Boscobel: (Fall 1920) Salon Services VI	Katie Garrity	2	\$	1,606.90	Yes		X	
WI Dept, of Corrections	03-2020-0045-1-32	Boscobel: (Fall 1920) Professional Seminar Development	Katie Garrity	2	\$	302,38	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Spring 1920) Fundamentals of Building Trades Safety	Derek Dachelet	1	\$	642.76	Yes		×	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Spring 1920) Basic Carpentry	Derek Dachelet	1	\$	482.07	Yes		×	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Spring 1920) Basic Electrical	Derek Dachelet	1	\$	482.07	Yes		×	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Spring 1920) Blueprint Reading for Construction	Derek Dachelet	1	\$	321.38	Yes		×	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Spring 1920) Basic Plumbing	Derek Dachelet	1	\$	482.07	Yes		×	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Spring 1920) Workplace Communication	Derek Dachelet	6	\$	1,787.28	Yes		×	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Spring 1920) Microsoft PowerPoint	Katle Garrity	5	s	755.95	Yes		×	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Spring 1920) Beginning Microsoft Word	Katie Garrity	5	\$	755.95	Yes		×	
WI Dept, of Corrections	03-2020-0045-1-32	PDC: (Spring 1920) Beginning Microsoft Excel	Katie Garrity	5	\$	755.95	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Spring 1920) Beginning Microsoft Access	Katie Garrity	4	\$	604.76	Yes		×	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Spring 1920) Intermediate Microsoft Word	Katie Garrity	5	\$	755.95	Yes		×	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Spring 1920) Intermediate Microsoft Excel	Katle Garrity	4	\$	604.76	Yes		×	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Spring 1920) Intermediate Microsoft Access	Katie Garrity	6	Š	907.14	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Spring 1920) Introduction to Microsoft Publisher	Katie Garrity	4	\$	604.76	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Spring 1920) Keyboarding	Katie Garrity	4	\$	604.76	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	PDC: (Spring 1920) Windows 7	Katie Garrity	3	Ś	453.57	Yes		X	
THE DEPT. OF COTT COURTS	03 2020 0040 (*32	Todayaning 1920/ Wildows /	varie editiry	9		433,37	165		V.	

							Exchange of	soi.	100	
				Number			Services (Instructional	On-Campus	Off-Campus	Waiver
Contract Holder	Contract#	Service Provided	Contact	Served		Price	Fees Waived)	5	8	M
WI Dept. of Corrections	03-2020-0045-1-32	Boscobel: (Spring 1920) Salon / Spa Science	Katle Garrity	1	\$	297.88	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	Boscobel: (Spring 1920) Chemical Restructuring	Katie Garrity	2	\$	642.76	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	Boscobel: (Spring 1920) Nail Technology	Katle Garrity	1	\$	482.07	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	Boscobel: (Spring 1920) Basic Fascials	Katie Garrity	4	\$	1,285.52	Yes		X	
WI Dept. of Corrections	03-2020-0045-1-32	Boscobel: (Spring 1920) Salon / Spa Management	Katie Garrity	1	\$	297,88	Yes		×	
WI Dept. of Corrections	03-2020-0045-1-32	Boscobel: (Spring 1920) Salon Services I	Katie Garrity	4	\$	1,928.28	Yes		×	
WI Dept, of Corrections	03-2020-0045-1-32	Boscobel: (Spring 1920) Salon Services II	Katie Garrity	4	Ś	2,571.04	Yes		×	
WI Dept, of Corrections	03-2020-0045-1-32	Boscobel: (Spring 1920) Salon Services II	Katie Garrity	2	\$	1,285.52	Yes		×	
WI Dept, of Corrections	03-2020-0045-1-32	Boscobel: (Spring 1920) Salon Services IV	Katie Garrity	2	\$	1,285.52	Yes		×	
Crawford County Sheriff's Dept.	03-2020-0037- -21	Adult Basic Education	Julie Pluemer		\$	789.70	No		×	
Grant County Sheriff's Dept	03-2020-0038-1-21	Adult Basic Education	Julie Pluemer		\$	5,314,63	No		×	
Iowa County Sheriff's Dept	03-2020-0039-1-21	Adult Basic Education	Julie Pluemer		\$	1,935.05	No		×	
Richland County Sheriff's Dept	03-2020-0040- -21	Adult Basic Education	Julie Pluemer		\$	1,375.80	No		X	
Arena Fire Board	03-2020-0047-T-42	Participant Guarantee - EMT 1 and 2	Kris Wubben		\$	974.14	No		X	
Barneveld Fire Department	03-2020-0052-(-42	Firefighter In-Service Training	Kris Wubben	120	\$	2,874.96	Yes		X	
Fennimore Fire Department	03-2020-0054-1-42	Firefighter In-Service Training	Kris Wubben	43	\$	1,030.19	Yes		X	
WAT Grant - 3M	03-2020-0059-1-47	OSHA 30 Industrial	Amy Charles	14	Š	2,354.48	No		×	
WAT Grant - 3M	03-2020-0059-1-47	OSHA 30 Industrial	Amy Charles	16	\$	2,354.48	No		X	
WAT Grant - Cabela's	03-2020-0060-1-47	Leadership Academy - Stress Management	Amy Charles	6	\$	70.00	No		X	
WAT Grant - Cabela's	03-2020-0060-1-47	Leadership Academy - Time Management	Amy Charles	6	\$	70.00	No		×	
USA High School Clay Target League	03-2020-0062-T-42	League Director Duties - April	Caleb White		\$	500.00	No		X	
Livingston First Responders	03-2020-0116-T-42	Participant Guarantee - First Responder Refresher	Kris Wubben		\$	82.78	No		X	
Sielaff Corporation	03-2020-0127-1-41	BEST Leadership Training	Amy Charles	8	\$	2,973.34	No	×		
Amcar Flexibles-Boscobel	03-2020-0128- -41	Microsoft Access	Amy Charles	6	\$	3,400.00	No		×	
UW-Platteville	03-2020-0133-1-18	Driver Eduction - Large Van	Kris Wubben	3	\$	200.00	No		×	
Fennimore School District	03-2020-0408-1-13	WI Statute 118.15	Julie Pluemer	1	\$	5,366,23	No	x		
Iowa Grant School District	03-2020-0410- -13	WI Statute 118.15	Julie Pluemer	3	\$	6,776,16	No	X		

Contract Holder	Contract #	Service Provided
Platteville School District	03-2020-0416-1-13	WI Statute 118.15
River Ridge School District	03-2020-0444-1-13	WI Statute 118.15
Weston School District	03-2020-0428-1-13	Wi Statute 118.15

<u>Contact</u> Julie Pluemer	Number Served 5	Š	Price 12,573.40	Exchange of Services (Instructional Fees Waived) No	× On-Campus	Off-Campus	Waiver	
Julie Pluemer	1	\$	2,493.61	No	X			
Julie Pluemer	1	\$	120,70	No	×			
TOTAL of all Contracts Exchange of Services	1,693 525	\$	387,980.15 118,170.75					
For Pay Service	1,168	\$	269,809.40					

# E. Personnel Items

There are three employment recommendations and three retirements being presented for approval in the Personnel Report. The Personnel Report is included below.

# PERSONNEL REPORT June 25, 2020

**Employment: NEW HIRES** 

Name:	Stephanie Bernhardt
Title:	Financial Aid Assistant/Accounting Bursar
Number of Applicants and Number	31 applicants, 5 interviewed
Interviewed:	
Start Date:	06/17/2020
Salary/Wage:	\$19.75
Classification:	Full-time
Education and/or Experience:	Accounting associate degree from Southwest Tech with 2
	years of experience as an accountant

Name:	Nelson NeCollins	
Title:	Evening Custodian	
Number of Applicants and Number	10 applicants, 3 interviewed	
Interviewed:		
Start Date:	06/23/2020	
Salary/Wage:	\$16.25	
Classification:	Full-time	
Education and/or Experience:	7 years custodial experience in school and hospital settings;	
	4 years of experience as custodial supervising experience	

Name:	Jared Kjos
Title:	Evening Custodian
Number of Applicants and Number Interviewed:	10 applicants, 3 interviewed
Start Date:	06/23/2020
Salary/Wage:	\$15.61
Classification:	Full-time
Education and/or Experience:	3 years custodial experience in hospital setting

#### **PROMOTIONS / TRANSFERS**

None	
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#### **RETIREMENTS / RESIGNATIONS**

Jeff Dombeck (Retirement 06/30/2020)	Culinary Instructor
Helen Mar Adams (Retirement 06/30/2020)	Math Instructor
Margie Billings (Retirement 08/04/2020)	Evening Custodian

# F. Southwest WI Workforce Development Board Lease

Included below is a 12-month lease for Southwest Wisconsin Workforce Development Board to lease 136 square feet of space from the college at the Richland Center outreach site located at 373 West Sixth Street, Richland Center, WI, in the amount of \$309 per month.

#### LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of July 2020 by and between Southwest Wisconsin Technical College, Lessor, and Southwest Wisconsin Workforce Development Board, Lessee:

#### 1. PREMISES AND TERM.

1.1 <u>Demised Premises.</u> Lessor leases to Lessee the following:

136 square feet of office floor space located at 373 West 6<sup>th</sup> Street, Richland Center, Wisconsin.

- 1.2 <u>Term.</u> This lease is for a term of twelve (12) months commencing on July 1, 2020, and ending June 30, 2021.
- 1.3 <u>Termination</u> This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.
- 1.4 <u>Renewal.</u> This lease may be renewed by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

#### RENT.

2.1 <u>Payments.</u> The Lessee shall yield and pay the sum of Three Hundred and Nine Dollars (\$309.00) per month as rent for the premises for the term of this Agreement, payable by mail or direct deposit on the 10th day of each month of this agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request).

#### 3. USE AND SIGNS.

- 3.1 <u>Use.</u> Lessee shall use and occupy the demised premises solely for general office purposes. Lessee shall not use the demised premises in any way which, in the judgment of the Lessor, poses a hazard to the Lessor, the premises, other Lessees, if any, or the building in part or in whole; nor shall Lessee use the demised premises so as to cause damage to the building in part or in whole; nor shall Lessee use the premises so as to cause damage, annoyance, nuisance or inconvenience to the building occupants or others.
  - 3.2 Signs. Lessee shall have the privilege of placing in the demised premises such

interior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:

- (a) Lessee obtains the Lessor's consent to the placement of any sign in the building.
- 4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

#### 4.1 Utilities.

- (a) Lessee shall be responsible for telephone and computer expenses.
- (b) Lessor is responsible for heat, electricity, gas, water and sewer costs.

#### 4.2 Maintenance.

- (a) Lessor is responsible for purchasing cleaning and paper products and is further responsible for providing general interior custodial and maintenance services.
- (c) Lessor shall, except as otherwise specifically provided herein and except for damages resulting from the act or negligence of Lessee, its agents, employees, invitees or permittees, maintain in good repair and tenantable condition the demised premises including the building and any and all equipment, fixtures and appurtenances whether severable or nonseverable, furnished by the Lessor under this lease. Lessee shall promptly report any problems with heating, air conditioning, electricity or plumbing.
- (d) Lessee shall commit no waste and shall take good care of the demised premises. Upon the expiration or termination of this lease or any renewal thereof, Lessee shall vacate the demised premises, remove its property therefrom and forthwith yield and place Lessor in peaceful possession of the leased premises free and clear of nay liens, claims or encumbrances and in as good condition as the premises existed at the commencement of this lease, ordinary wear and tear, and damage by fire, act of God, casualty or other cause not due to misuse and neglect by Lessee or Lessee's agents, servants, customers, visitors or permitees excepted.
- 4.2 <u>Lessee property</u>. All improvements made by Lessee to the demised premises which are or become so attached to the demised premises that they cannot be removed without material injury to the demised premises shall become the property of the Lessor. Not later than the last day on which Lessee has the right to possession of the premises, Lessee may, nevertheless, remove all Lessee's personal property.

#### 5. ALTERATIONS.

5.1 Lessee shall have the right, at Lessee's expenses, from time to time, without Lessor's consent, to redecorate the demised premises, and to make nonstructural alterations, changes, installations, additions or improvements (collectively "changes") in, on, to or about such parts thereof as he shall deem expedient or necessary for its purpose.

#### 6. ASSIGNMENT AND SUBLETTING.

6.1 Lessee shall not have the right, without Lessor's written consent, to assign this lease or sublet the demised premises or any part thereof.

#### 7. OTHER FACILITIES.

7.1 Lessee shall have nonexclusive access to all off street parking available on the premises, it being understood that parking is available to all tenants of the building.

#### 8. INDEMNITY - LIABILITY INSURANCE

- 8.1 <u>Liability insurance</u>. The Lessee must obtain and maintain during the term of this lease, a liability insurance policy covering its operations on the demised premises.
- 8.2 <u>Contents insurance.</u> During the term of this lease, Lessee shall, at Lessee's expense, be responsible for insuring its personal property located on the demised premises against damage and destruction by fire, theft or other perils.

#### NOTICES.

- 9.1 Any notice, demand, request or other communication hereunder given or made by either party to the other shall be in writing and shall be deemed to be duly given only if personally served on the other party or mailed by first class, postage prepaid regular mail addressed as follows:
  - (a) if to Lessor, to Vice President of Administrative Services, Southwest Tech, 1800 Bronson Blvd, Fennimore, WI 53809, and
  - (b) if to Lessee, to Chief Executive Officer, Southwest Wisconsin Workforce Development Board, 1370 N. Water Street, PO box 656, Platteville, WI 53818

or at such other addresses as Lessor or Lessee, respectively, may designate in writing by notice pursuant to this paragraph.

#### 10. QUIET ENJOYMENT.

10.1 Quiet enjoyment. Lessor covenants that so long as Lessee pays rent and performs the

terms, covenants and conditions on Lessee's part to be performed, Lessee shall peaceably and quietly have, hold and enjoy the demised premises for the term of this lease, subject to the provisions of this lease.

10.2 <u>Title and use warranty</u>. Lessor warrants and represents that Lessor has rights to sublease the demised premises and that Lessee is not prohibited by any law or ordinance from using the property as described in Paragraph 3.1.

#### 11. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

- 11.1 <u>Complete agreement.</u> Both parties acknowledge that no representations, warranties, promises, covenants or undertakings of any kind have been made to either party as an inducement to enter into this lease agreement, other than those expressly set forth herein or in any attachment hereto. This lease is intended to be and is the complete agreement of the parties.
- 11.2 <u>Paragraph headings.</u> Paragraph headings are for convenience only. They are not part of this lease agreement of the parties and shall not be used in the construction or interpretation thereof.
- 11.3 <u>Form of agreement.</u> With respect to the form of the lease agreement, both parties assume joint responsibility for the form and composition of each paragraph, and they further agree that this lease agreement shall be interpreted as though each of the parties participated equally in the composition of each and every part thereof.
- 11.4 <u>Construction</u>. This lease agreement is not to be strictly construed for or against either of the parties. It shall be interpreted simply and fairly with regard to both parties.
- 11.5 <u>Choice of law.</u> The parties intend this lease agreement to be construed in accordance with the laws of the State of Wisconsin, irrespective of the residence of either party, or regardless of the forum where it may be construed later whether for enforcement, revision, modification or for any other purpose. In addition to the provisions of paragraph 1.3 pertaining to termination, in the event of a breach of this contract by either party, the parties specifically agree to be bound by the relevant provisions of Chapter 704 of the Wisconsin Statutes.
- 11.6 <u>Severability.</u> Both parties agree that in the event any court of competent jurisdiction at any time holds that a portion of this lease agreement is invalid, illegal, unenforceable, void or voidable, the remainder of the lease agreement, to the extent consistent with such holding, shall not be affected thereby and shall continue in full force and effect.

#### 12. MISCELLANEOUS PROVISIONS.

12.1 <u>Revision or modification</u> Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in writing, dated, signed and executed with the same formality as this lease agreement. Any such revision, modification or

amendment shall specifically provide that it is intended to revise, modify, or amend this lease agreement. Failure of either party to insist upon strict performance of nay of the provisions of this lease agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.

- 12.2 <u>Access to premises</u>. Lessor may enter the demised premises at any reasonable time on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.
- 12.3 <u>Interruption of services</u>. Interruption of any service maintained in the demised premises if caused by mechanical difficulties or any causes beyond the Lessors's control shall not entitle Lessee to any claim against Lessor or to any abatement in rent, nor shall the same constitute constructive or partial eviction, unless Lessor fails to take such measures as may be reasonable in the circumstances to restore the service without undue delay. If the demised premises are rendered unfit in whole or in part for the uses specified in this lease agreement, for a period of more than 3 days, by the making of repairs, replacement or additions, other than those made with Lessee's consent or caused by misuse or neglect by Lessee or Lessee's agent, customers, visitors or permittees, there shall be a proportionate abatement of rent during the period of such unfitness.

#### 13. BINDING EFFECT.

13.1 <u>Binding effect</u>. The provisions of this lease agreement shall apply to, bind and inure to the benefit of the parties hereto and their respective heirs, beneficiaries, personal or legal representatives and assigns.

IN WITNESS WHER day of June 2020.	EOF, the said Lessor has caused these presents to be signed this
	SOUTHWEST WISCONSIN TECHNICAL COLLEGE
	BY:
	Caleb J. White, Vice President for Administrative Services
IN WITNESS WHER day of June 2020.	EOF, the said Lessee has caused these presents to be signed this
SOU	UTHEST WISCONSIN WORKFORCE DEVLEOPMENT BOARD
	BY:  Rhonda Suda, Chief Executive Officer

# G. Forward Services Lease

Included below is a 12-month lease for Forward Service Corporation to lease 100 square feet of space from the college at the Richland Center outreach site located at 373 West Sixth Street, Richland Center, WI, in the amount of \$309 per month.

#### LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of July 2020 by and between Southwest Wisconsin Technical College, Lessor, and Forward Service Corporation, Lessee:

#### 1. PREMISES AND TERM.

1.1 Demised Premises. Lessor leases to Lessee the following:

100 square feet of office floor space plus nonexclusive use of common spaces in the Southwest Tech suite located at 373 West 6<sup>th</sup> Street, Richland Center, Wisconsin.

- 1.2 Term. This lease is for a term of twelve (12) months commencing on July 1, 2020, and ending June 30, 2021.
- 1.3 <u>Termination</u> This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree. If lessee loses their contract to provide W-2 services, lessee may terminate the lease at any time with a 60 day written notice following notification requirements of paragraph 9.1
- 1.4 <u>Renewal.</u> This lease may be renewed by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

#### 2. RENT.

2.1 <u>Payments</u>. The Lessee shall yield and pay the sum of Three Hundred and Nine Dollars (\$309.00) per month as rent for the premises for the term of this Agreement, payable by mail or direct deposit on the 10th day of each month of this agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request).

#### 3. USE AND SIGNS.

3.1 <u>Use.</u> Lessee shall use and occupy the demised premises solely for general office purposes. Lessee shall not use the demised premises in any way which, in the judgment of the Lessor, poses a hazard to the Lessor, the premises, other Lessees, if any, or the building in part or in whole; nor shall Lessee use the demised premises so as to cause damage to the building in part or in whole; nor shall Lessee use the premises so as to cause damage, annoyance, nuisance or inconvenience to the building occupants or others.

- 3.2 <u>Signs</u>. Lessee shall have the privilege of placing in the demised premises such interior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:
  - (a) Lessee obtains the Lessor's consent to the placement of any sign in the building.
- 4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

#### 4.1 Utilities.

- (a) Lessee shall be responsible for telephone and computer expenses.
- (b) Lessor is responsible for heat, electricity, gas, water and sewer costs.

#### 4.2 Maintenance.

- (a) Lessor is responsible for purchasing cleaning and paper products and is further responsible for providing general interior custodial and maintenance services.
- (c) Lessor shall, except as otherwise specifically provided herein and except for damages resulting from the act or negligence of Lessee, its agents, employees, invitees or permittees, maintain in good repair and tenantable condition the demised premises including the building and any and all equipment, fixtures and appurtenances whether severable or nonseverable, furnished by the Lessor under this lease. Lessee shall promptly report any problems with heating, air conditioning, electricity or plumbing.
- (d) Lessee shall commit no waste and shall take good care of the demised premises. Upon the expiration or termination of this lease or any renewal thereof, Lessee shall vacate the demised premises, remove its property therefrom and forthwith yield and place Lessor in peaceful possession of the leased premises free and clear of nay liens, claims or encumbrances and in as good condition as the premises existed at the commencement of this lease, ordinary wear and tear, and damage by fire, act of God, casualty or other cause not due to misuse and neglect by Lessee or Lessee's agents, servants, customers, visitors or permitees excepted.
- 4.2 <u>Lessee property.</u> All improvements made by Lessee to the demised premises which are or become so attached to the demised premises that they cannot be removed without material injury to the demised premises shall become the property of the Lessor. Not later than the last day on which Lessee has the right to possession of the premises, Lessee may, nevertheless, remove all Lessee's personal property.

#### 5. ALTERATIONS.

5.1 Lessee shall have the right, at Lessee's expenses, from time to time, without Lessor's consent, to redecorate the demised premises, and to make nonstructural alterations, changes, installations, additions or improvements (collectively "changes") in, on, to or about such parts thereof as he shall deem expedient or necessary for its purpose.

#### 6. ASSIGNMENT AND SUBLETTING.

6.1 Lessee shall not have the right, without Lessor's written consent, to assign this lease or sublet the demised premises or any part thereof.

#### 7. OTHER FACILITIES.

7.1 Lessee shall have nonexclusive access to all off street parking available on the premises, it being understood that parking is available to all tenants of the building.

#### 8. INDEMNITY - LIABILITY INSURANCE

- 8.1 <u>Liability insurance</u>. The Lessee must obtain and maintain during the term of this lease, a liability insurance policy covering its operations on the demised premises.
- 8.2 <u>Contents insurance.</u> During the term of this lease, Lessee shall, at Lessee's expense, be responsible for insuring its personal property located on the demised premises against damage and destruction by fire, theft or other perils.

#### 9. NOTICES.

- 9.1 Any notice, demand, request or other communication hereunder given or made by either party to the other shall be in writing and shall be deemed to be duly given only if personally served on the other party or mailed by first class, postage prepaid regular mail addressed as follows:
  - (a) if to Lessor, to Vice President of Administrative Services, Southwest Tech, 1800 Bronson Blvd, Fennimore, WI 53809, and
  - (b) if to Lessee, to Chief Financial Officer, Forward Service Corporation, 4600 American Parkway, Suite 301, Madison, WI 53718

or at such other addresses as Lessor or Lessee, respectively, may designate in writing by notice pursuant to this paragraph.

#### 10. QUIET ENJOYMENT.

10.1 Quiet enjoyment. Lessor covenants that so long as Lessee pays rent and performs the

terms, covenants and conditions on Lessee's part to be performed, Lessee shall peaceably and quietly have, hold and enjoy the demised premises for the term of this lease, subject to the provisions of this lease.

10.2 <u>Title and use warranty</u>. Lessor warrants and represents that Lessor has rights to sublease the demised premises and that Lessee is not prohibited by any law or ordinance from using the property as described in Paragraph 3.1.

#### 11. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

- 11.1 <u>Complete agreement.</u> Both parties acknowledge that no representations, warranties, promises, covenants or undertakings of any kind have been made to either party as an inducement to enter into this lease agreement, other than those expressly set forth herein or in any attachment hereto. This lease is intended to be and is the complete agreement of the parties.
- 11.2 <u>Paragraph headings.</u> Paragraph headings are for convenience only. They are not part of this lease agreement of the parties and shall not be used in the construction or interpretation thereof.
- 11.3 <u>Form of agreement.</u> With respect to the form of the lease agreement, both parties assume joint responsibility for the form and composition of each paragraph, and they further agree that this lease agreement shall be interpreted as though each of the parties participated equally in the composition of each and every part thereof.
- 11.4 <u>Construction</u>. This lease agreement is not to be strictly construed for or against either of the parties. It shall be interpreted simply and fairly with regard to both parties.
- 11.5 <u>Choice of law.</u> The parties intend this lease agreement to be construed in accordance with the laws of the State of Wisconsin, irrespective of the residence of either party, or regardless of the forum where it may be construed later whether for enforcement, revision, modification or for any other purpose. In addition to the provisions of paragraph 1.3 pertaining to termination, in the event of a breach of this contract by either party, the parties specifically agree to be bound by the relevant provisions of Chapter 704 of the Wisconsin Statutes.
- 11.6 <u>Severability.</u> Both parties agree that in the event any court of competent jurisdiction at any time holds that a portion of this lease agreement is invalid, illegal, unenforceable, void or voidable, the remainder of the lease agreement, to the extent consistent with such holding, shall not be affected thereby and shall continue in full force and effect.

#### 12. MISCELLANEOUS PROVISIONS.

12.1 <u>Revision or modification</u> Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in writing, dated, signed and executed with the same formality as this lease agreement. Any such revision, modification or

amendment shall specifically provide that it is intended to revise, modify, or amend this lease agreement. Failure of either party to insist upon strict performance of nay of the provisions of this lease agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.

- 12.2 <u>Access to premises</u>. Lessor may enter the demised premises at any reasonable time on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.
- 12.3 <u>Interruption of services</u>. Interruption of any service maintained in the demised premises if caused by mechanical difficulties or any causes beyond the Lessors's control shall not entitle Lessee to any claim against Lessor or to any abatement in rent, nor shall the same constitute constructive or partial eviction, unless Lessor fails to take such measures as may be reasonable in the circumstances to restore the service without undue delay. If the demised premises are rendered unfit in whole or in part for the uses specified in this lease agreement, for a period of more than 3 days, by the making of repairs, replacement or additions, other than those made with Lessee's consent or caused by misuse or neglect by Lessee or Lessee's agent, customers, visitors or permittees, there shall be a proportionate abatement of rent during the period of such unfitness.

#### 13. BINDING EFFECT.

13.1 <u>Binding effect</u>. The provisions of this lease agreement shall apply to, bind and inure to the benefit of the parties hereto and their respective heirs, beneficiaries, personal or legal representatives and assigns.

IN WITNESS WHEREOF, 1 day of June 2020.	the said Lessor has caused these presents to be signed this
	SOUTHWEST WISCONSIN TECHNICAL COLLEGE
BY:	Calab I White Vice Describent for Administrative Complete
	Caleb J. White, Vice President for Administrative Services
IN WITNESS WHEREOF,day of June 2020.	the said Lessee has caused these presents to be signed this
	FORWARD SERVICE CORPORATION
BY:	
	Marcia Christiansen, Chief Executive Officer

## H. Clarity Clinic Lease

Included below is a lease for Clarity Clinic Platteville, Inc. to rent 821 square feet of office/retail space from the College in Building 200, Suite 236. The rental fee is \$50 per month.

#### LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of July 2020 by and between Southwest Wisconsin Technical College, Lessor, and Clarity Clinic of SW Wisconsin, LTD, Lessee:

#### 1. PREMISES AND TERM.

1.1 Demised Premises. Lessor leases to Lessee the following:

821 square feet of office floor space located at 1800 Bronson Blvd, Building 200, Suite 236, Fennimore, Wisconsin.

- 1.2 <u>Term.</u> This lease is for a term of twelve (12) months commencing on July 1, 2020, and ending June 30, 2021.
- 1.3 <u>Termination</u> This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.
- 1.4 <u>Renewal.</u> This lease may be renewed by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

#### 2. RENT.

2.1 Payments. The Lessee shall yield and pay the sum of fifty dollars (\$50.00) per month as rent for the premises for the term of this Agreement, payable by mail or direct deposit on the 10th day of each month of this agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request).

#### 3. USE, HOURS AND SIGNS.

- 3.1 <u>Use.</u> Lessee shall use and occupy the demised premises solely for general office purposes, education and support meetings, and donation distribution and Lessor approves of such uses. Lessee shall not use the demised premises in any way which, in the judgment of the Lessor, poses a hazard to the Lessor, the premises, other Lessees, if any, or the building in part or in whole; nor shall Lessee use the demised premises so as to cause damage to the building in part or in whole; nor shall Lessee use the premises so as to cause damage, annoyance, nuisance or inconvenience to the building occupants or others.
- 3.2 <u>Hours.</u> Lessee shall have unlimited access and use of demised premises during regular school hours, however, no earlier than 7:00 a.m. and no later than 9:00 p.m. This use shall follow the

official college calendar with lessee premises remaining closed during winter/summer breaks, holidays and following a four day work week during designated summer period. A written schedule of hours of operation shall be sent to the Vice President for Administrative Services prior to the beginning of the lease agreement and upon any change to said hours thereafter.

- 3.3 <u>Signs</u>. Lessee shall have the privilege of placing in the demised premises such interior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:
  - (a) Lessee obtains the Lessor's consent, which Lessor will not reasonably withhold, to the placement of any sign in the building.
- 4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

#### 4.1 Utilities.

- (a) Lessee shall be responsible for telephone, internet and computer expenses.
- (b) Lessor is responsible for heat, electricity, gas, water and sewer costs.

#### 4.2 Maintenance.

- (a) Lessee is responsible for purchasing cleaning and paper products and is further responsible for providing general interior custodial and maintenance services.
- (c) Lessor shall, except as otherwise specifically provided herein and except for damages resulting from the act or negligence of Lessee, its agents, employees, invitees or permittees, maintain in good repair and tenantable condition the demised premises including the building and any and all equipment, fixtures and appurtenances whether severable or non-severable, furnished by the Lessor under this lease. Lessee shall promptly report any problems with heating, air conditioning, electricity or plumbing.
- (d) Lessee shall commit no waste and shall take good care of the demised premises. Upon the expiration or termination of this lease or any renewal thereof, Lessee shall vacate the demised premises, remove its property therefrom and forthwith yield and place Lessor in peaceful possession of the leased premises free and clear of any liens, claims or encumbrances and in as good condition as the premises existed at the commencement of this lease, ordinary wear and tear, and damage by fire, act of God, casualty or other cause not due to misuse and neglect by Lessee or Lessee's agents, servants, customers, visitors or permittees excepted.
- 4.2 <u>Lessee property</u>. All improvements made by Lessee to the demised premises which are or become so attached to the demised premises that cannot be removed without material injury to

the demised premises shall become the property of the Lessor. Not later than the last day on which Lessee has the right to possession of the premises, Lessee may, nevertheless, remove all Lessee's personal property.

#### 5. ALTERATIONS.

5.1 Lessee shall have the right, at Lessee's expense, from time to time, with Lessor's consent, which Lessor will not reasonably withhold, to redecorate the demised premises, and to make nonstructural alterations, changes, installations, additions or improvements (collectively "changes") in, on, to or about such parts thereof as deemed expedient or necessary for its purpose.

#### 6. ASSIGNMENT AND SUBLETTING.

6.1 Lessee shall not have the right, without Lessor's written consent, to assign this lease or sublet the demised premises or any part thereof.

#### 7. OTHER FACILITIES.

7.1 Lessee shall have nonexclusive access to all off street parking available on the premises, it being understood that parking is available to all tenants of the building.

#### 8. INDEMNITY - LIABILITY INSURANCE

- 8.1 <u>Liability insurance</u>. The Lessee must obtain and maintain during the term of this lease, a liability insurance policy covering its operations on the demised premises. Lessor may, at its discretion, request a copy of this liability insurance policy.
- 8.2 <u>Contents insurance.</u> During the term of this lease, Lessee shall, at Lessee's expense, be responsible for insuring its personal property located on the demised premises against damage and destruction by fire, theft or other perils. Lessor may, at its discretion, request a copy of this contents insurance policy.

#### 9. NOTICES.

- 9.1 Any notice, demand, request or other communication hereunder given or made by either party to the other shall be in writing and shall be deemed to be duly given only if personally served on the other party or mailed by first class, postage prepaid regular mail addressed as follows:
  - (a) if to Lessor, to Vice President for Administrative Services, Southwest Tech, 1800 Bronson Blvd, Fennimore, WI 53809, and
  - (b) if to Lessee, to Clarity Clinic of SW Wisconsin, LTD

or at such other addresses as Lessor or Lessee, respectively, may designate in writing by notice

pursuant to this paragraph.

#### 10. QUIET ENJOYMENT.

- 10.1 <u>Quiet enjoyment.</u> Lessor covenants that so long as Lessee pays rent and performs the terms, covenants and conditions on Lessee's part to be performed, Lessee shall peaceably and quietly have, hold and enjoy the demised premises for the term of this lease, subject to the provisions of this lease.
- 10.2 <u>Title and use warranty</u>. Lessor warrants and represents that Lessor has rights to sublease the demised premises and that Lessee is not prohibited by any law or ordinance from using the property as described in Paragraph 3.1.

#### 11. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

- 11.1 <u>Complete agreement.</u> Both parties acknowledge that no representations, warranties, promises, covenants or undertakings of any kind have been made to either party as an inducement to enter into this lease agreement, other than those expressly set forth herein or in any attachment hereto. This lease is intended to be and is the complete agreement of the parties.
- 11.2 <u>Paragraph headings.</u> Paragraph headings are for convenience only. They are not part of this lease agreement of the parties and shall not be used in the construction or interpretation thereof.
- 11.3 <u>Form of agreement.</u> With respect to the form of the lease agreement, both parties assume joint responsibility for the form and composition of each paragraph, and they further agree that this lease agreement shall be interpreted as though each of the parties participated equally in the composition of each and every part thereof.
- 11.4 <u>Construction</u>. This lease agreement is not to be strictly construed for or against either of the parties. It shall be interpreted simply and fairly with regard to both parties.
- 11.5 <u>Choice of law.</u> The parties intend this lease agreement to be construed in accordance with the laws of the State of Wisconsin, irrespective of the residence of either party, or regardless of the forum where it may be construed later whether for enforcement, revision, modification or for any other purpose. In addition to the provisions of paragraph 1.3 pertaining to termination, in the event of a breach of this contract by either party, the parties specifically agree to be bound by the relevant provisions of Chapter 704 of the Wisconsin Statutes.
- 11.6 <u>Severability.</u> Both parties agree that in the event any court of competent jurisdiction at any time holds that a portion of this lease agreement is invalid, illegal, unenforceable, void or voidable, the remainder of the lease agreement, to the extent consistent with such holding, shall not be affected thereby and shall continue in full force and effect.

#### 12. MISCELLANEOUS PROVISIONS.

- 12.1 <u>Revision or modification.</u> Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in writing, dated, signed and executed with the same formality as this lease agreement. Any such revision, modification or amendment shall specifically provide that it is intended to revise, modify, or amend this lease agreement. Failure of either party to insist upon strict performance of nay of the provisions of this lease agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.
- 12.2 <u>Access to premises</u>. Lessor may enter the demised premises at any reasonable time on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.
- 12.3 <u>Interruption of services</u>. Interruption of any service maintained in the demised premises if caused by mechanical difficulties or any causes beyond the Lessors's control shall not entitle Lessee to any claim against Lessor or to any abatement in rent, nor shall the same constitute constructive or partial eviction, unless Lessor fails to take such measures as may be reasonable in the circumstances to restore the service without undue delay. If the demised premises are rendered unfit in whole or in part for the uses specified in this lease agreement, for a period of more than 3 days, by the making of repairs, replacement or additions, other than those made with Lessee's consent or caused by misuse or neglect by Lessee or Lessee's agent, customers, visitors or permittees, there shall be a proportionate abatement of rent during the period of such unfitness.

#### 13. BINDING EFFECT.

13.1 <u>Binding effect</u>. The provisions of this lease agreement shall apply to, bind and inure to the benefit of the parties hereto and their respective heirs, beneficiaries, personal or legal representatives and assigns.

	HEREOF, 1 2020.	the said Lessor has caused these presents to be signed this
		SOUTHWEST WISCONSIN TECHNICAL COLLEGE
	BY:	Caleb J. White, Vice President for Administrative Services
IN WITNESS W	HEREOF, 2020.	the said Lessee has caused these presents to be signed this CLARITY CLINIC OF SW WISCSONSIN, LTD
	BY:	Megan Fechner, Executive Director

## **Other Items Requiring Board Action**

#### A. 2020-21 Budget

Caleb White will present the 2020-21 budget document at the public hearing prior to the Board meeting. The budget document is available electronically with all other Board material.

**Recommendation:** Approve the 2020-21 Budget as presented.



# BUDGET

JULY 1, 2020-JUNE 30, 2021



1800 Bronson Boulevard, Fennimore, WI 53809 www.swtc.edu

## Southwest Wisconsin Technical College District 2020-2021 Budget

The Board is comprised of nine members (two employer members, two employee members, three additional members, one elected official member and one school district administrator). The Board is appointed by the K-12 School Board Chairpersons within the District and is confirmed by the Wisconsin Technical College System Board. The members are appointed for staggered three-year terms and elect a Chairperson, Vice Chairperson, Secretary and Treasurer for a one-year term.

The members of the Board and the expiration of their respective terms of office are as follows:

Board Members	Employer and Position	Expiration of Term
Charles Bolstad	Retired Educator	June 2022
Tracy Fillback	Good Steward Consulting, Local Representative for Badger Hollow Solar Farm	June 2022
Melissa J. Fitzsimons	Memorial Hospital of Lafayette County, Registered Nurse	June 2021
Jeanne Jordie	Lori Knapp Companies, ILS Program Manager	June 2022
Russell R. Moyer	Moyer Dairy, Owner	June 2020
Eileen Nickels	Retired Realtor	June 2020
Chris Prange	Retired Banker	June 2023
Donald L. Tuescher	Tuescher Electric & Refrigeration, President	June 2021
Jane Wonderling	Fennimore Community Schools, District Administrator	June 2021

#### Administration

The District Board is empowered to employ a President to conduct the District's day-to-day operations. Dr. Jason Wood became the President effective July 1, 2015. Dr. Wood previously served as the Executive Vice President for Student & Academic Services at Central Wyoming College in Riverton, WY for 3 years. The other Administrative team members are listed below:

Name	Title	Years of Service
Caleb White	Vice President for Administrative Services	16.0
Katie Garrity	Chief Academic Officer/Executive Dean	15.5
Krista Weber	Chief Human Resources Officer	5.5
Derek Dachelet	Executive Dean of Industry, Trade & Ag	14.0
Holly Clendenen	Executive Director of College Advancement, Foundation & Real Estate Foundation	5.0

Budget prepared by: Caleb White, Vice President for Administrative Services and Kelly Kelly, Controller.



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# INTRODUCTION





June 20120

#### Dear Friends:

You don't have to look far to see the economic chaos caused by COVID-19. We are combating the chaos with care, and our 2020-2021 budget will stand as a witness of our priorities. When others are reduced to layoffs, we will double down on preserving jobs. As many businesses cut product lines and services, we will seek innovative alternatives to better serve our students and our communities.

While there are many, many unknowns about the economic landscape moving forward, we are focusing on what we can control. This budget continues investments in student learning as our top priority with enhanced health and safety protocol. During this pandemic, our faculty and staff successfully converted all of the possible learning experiences to an online format. We developed hands-on learning experiences with additional health and safety provisions. We were also able to convert many of our services for students to alternative formats and continue meeting their needs. More importantly, we reached out to every single student to see if there was anything we could do to help them be successful. We account for every dollar earned and spent in our budget, just like we strive to serve every person to the best of our abilities.

As we venture into the constantly shifting unknowns that are sure to affect our operations, we will do so with an emphasis on caring for our faculty, staff, and students. Many of our graduates work on the front lines of the economy, providing necessary and essential services to the public or their professions. We salute their courage and applaud their expertise. Our communities are stronger because of the nearly \$160 million economic impact of Southwest Tech on the region. The 2020-2021 budget is a map of our investments in the people who live here. We are proud to serve.

Sincerely,

Jason S. Wood, Ph.D.

President

Charles J. Bolstad District Chairperson

Charle & Butt

#### **College Mission**

Southwest Wisconsin Technical College provides education and training opportunities responsive to students, employers, and communities.

#### **College Vision**

Southwest Wisconsin Technical College will be a preferred provider of education, source of talent, and place of employment in the region. We at the College change lives by providing opportunities for success.

#### **College Purposes**

- 1. Provide apprenticeship, certificate, technical diploma, and associate degree programs that respond to District workforce needs and prepare students for family-sustaining jobs and career advancement.
- 2. Provide customized training, retraining, and technical assistance to businesses, industries, and individuals that foster economic development and the expansion of employment opportunities.
- 3. Collaborate with schools to provide K-12 students opportunities to explore college and career options as well as to enhance their preparation for postsecondary education and employment.
- Provide career pathways and collegiate transfer opportunities programs that enable graduates to continue their education.
- 5. Provide continuing education opportunities to enhance the occupational knowledge and skills of District workers and residents.
- 6. Provide Adult Basic Education, GED/HSED, bridge, and other programs that help unskilled or low-skilled individuals prepare for work, postsecondary education, or career advancement.
- Provide education and services, which address barriers created by stereotyping and discriminating and
  assist minorities, women and the handicapped or disadvantaged to participate in the work force and the
  full range of technical college programs and activities.
- 8. Provide community services and avocational or self-enrichment activities.

#### **College Values**

**Learning** - We make high-quality, affordable education accessible to our diverse population. We help students develop the knowledge, skills, and attitudes needed for workforce success.

**Integrity** - We promote a cohesive culture that is based on professionalism, fairness, trust, and respect. We work as a team to maintain a healthy environment of open communication, transparency, and dedication to the mission of Southwest Tech.

**Accountability** - We hold ourselves and our teams responsible for achieving academic and fiscal College goals as established by the District Board.

**Partnerships** - We work together to set and attain goals that support our strategic directions. We collaborate internally with students and staff and externally with businesses, donors, alumni, retirees, and the community to identify needs and provide services that impact lives.

**Innovation** - We foster creativity and student success while exceeding industry needs. We leverage our rural perspective and progressive entrepreneurial spirit by utilizing emerging technologies that incorporate trend-setting techniques and strategies.

**Continuous Improvement** - We attract forward-thinking team members. We support and promote their personal and professional development in order to produce high-quality, relevant programs and services, essential to our growth and sustainability as a college.

#### **Core Abilities**

In cooperation with representatives from business and industry, Southwest Tech faculty and staff have identified six skills that are essential to a person's successful performance on the job. These six core abilities will be evaluated in all programs within the college.

Southwest Tech's core abilities provide graduates with lifelong skills that will assist them in obtaining and keeping a job. Employers have said they prefer to hire and promote person who exhibit the following characteristics.

Act Professionally — To act professionally means that an individual recognizes an obligation to conform to the technical and ethical standards of his/her chosen career.

**Communicate Clearly** – To communicate clearly means an individual is able to apply appropriate writing, speaking, and listening skills to precisely convey information, ideas, and opinions.

**Value Learning** – The individual who values learning maintains acquired knowledge and skills, acquires new knowledge and skills quickly, and adapts to technological and workplace changes.

**Work Productively** – To work productively means an individual applies effective work habits and attitudes within a work setting.

**Work Cooperatively** – To work cooperatively means an individual is capable of working with others to complete tasks, solve problems, resolve conflicts, provide information, and offer support.

**Solve Problems** – To solve problems means an individual is able to use all elements of problem solving strategies to generate realistic, practical, and workable solutions.

#### 2020-2021 COLLEGE BUDGET PROCESS

The Board shall oversee the development of the annual budget.

The Board will delegate to the President the responsibility to prepare the annual budget, budget reports and detailed schedules as required by state statute and applicable rules.

The College budget process will include the following sequence of activities:

- The Board will annually review the College's Vision, Mission, Purposes, Values, financial assumptions (local, state, and federal funds) and other plans and related materials (e.g., strategic plan, capital budgeting plan, debt retirement schedule, etc.).
- 2. The Board will review the College's prior year's budget experience and discuss major issues and initiatives to be considered over the course of the development of the next year's budget.
- 3. The Board will review the budget process calendar, which includes the timetables for completion of the budget process in November.
- 4. The Board will review the President's proposed direction statements and establish budget assumptions and parameters in February.
- 5. The Board will review the President's proposed operating budget projections as well as any major capital budget initiatives included in the five-year capital plan.
- 6. The Board will review the President's final proposed College budget during the month of May.
- 7. Public hearings on the proposed budget will take place during the month of June.
- 8. Following the public hearings, the Board shall approve the budget by July 1.

#### **CURRENT ENVIRONMENT**

Southwest Wisconsin Technical College plans to finish 2019-20 at 1,288 full-time equivalent students (FTEs), a decrease of approximately 44 FTEs relative to 2018-19. The College had been on pace to match or exceed 2018-19 FTE levels until COVID-19 hit our country somewhat abruptly in March. Due to an abundance of safety concerns a number of courses deemed not essential were postponed while College efforts were focused on meeting the needs of spring semester students to ensure completion of courses and semester progression or graduation, thus responsible for the year-over-year decline in FTEs. Over the fifteen-year period from 2004-05 through 2019-20 the college total FTEs have declined by approximately 14%. In the face of declining enrollment in the District's high schools, loss of significant partnership contracts, a prolonged period of near full employment in the region and the whiplash effect of COVID-19 in the current year, the College's ability to pursue growth in alternative areas over the fifteen-year period in opposition to those challenges is a significant accomplishment in service to regional students and employers. The budget for 2020-21 has incorporated a projected decrease of 1.0% or 1,275 FTEs.

Budget Priorities / Strategic Projects for 2020-21 include the following:

- 1. Engage Students in High Quality Learning
  - Investments in Academic Innovations
  - Instructional Vitality Investments
- 2. Strengthen a Culture of Accountability
  - College Transformational Excellence Enterprise Resource Planning system upgrades
  - Employee Performance and Assessment
- 3. Enhance the College's Economic Impact
  - Strengthen our impact at Outreach sites

The operational budget (general and special revenue funds) for 2020-21 is projecting a slight decrease in revenue levels in comparison to 2019-20. This is based on generating 1,275 FTEs and including anticipated reductions student fees and state aids. The local tax levy is predicated on an estimated one percent valuation increase generating an operational mill rate of .6040 or \$0.60 per \$1,000 of property valuation. General Fund budgeted expenditures are at a maintenance level with 2019-20. Wage adjustments for 200 full-time staff and approximately 300 part-time staff require approximately \$150,000 in additional budget. Additional estimated increases in heat, electricity, general utilities, supplies, advertising/printing accounts and heighten level of cleaning and disinfecting have also been accounted for. These increases coupled with costs of new initiatives including new positions required for expanded services and programming have been balanced with grant funding, efficiency gains, reorganization savings and other adjustments to create the budget presented.

Serving 1,288 FTEs in 2019-20 is a credit to the College's ability to balance priorities with limited resources, outside enrollment pressures and an ever increasing drain on resources to meet compliance requirements. To sustain future growth in spite of decreasing high school graduation rates in the district, an increased focus has been placed on creating an increasingly positive environment/culture for both staff and students, enhancement of quality teaching and learning and offering unique and effective support services for students. Our challenge moving forward is how we garner the resources needed to meet the increased demand for technical college trained workers that are so vital to the health of our regional economy while navigating the uncertain and ever changing COVID-19 environment that has become a new normal for us all.

### **Wisconsin Technical College Districts**



Southwest Wisconsin Technical College District Barneveld School District, Belmont Community School District, School District of Benton, School District of Boscobel Area, School District of Cassville, School District of Cuba City, Darlington Community School District, Dodgeville School District, Fennimore Community School District, North Crawford School District, School District of Black Hawk, Southwestern Wisconsin Community School District, Highland School District, Iowa-Grant School District, School District of Ithaca, Lancaster Community School District, Mineral Point Unified School District, Pecatonica Area School District, School District of Platteville, School District of Potosi, Prairie du Chien Area School District, Kickapoo Area School District, Richland School District, Riverdale School District, School District of River Ridge, School District of Seneca, School District of Shullsburg, Joint School District, Villages of Wauzeka and Steuben, Towns of Wauzeka, Bridgeport, Eastman, Haney, Marietta and Prairie du Chien, School District of Weston, plus the portion of the School District of Argyle in Lafayette County.



# FINANCIAL DATA



#### Southwest Wisconsin Technical College Schedule of Full-Time Staff Positions 2020-2021 Budget Year

Function	2019-2020*	2020-2021*
Instructional	132	128
Instructional Resources	1	1
Student Services	23	25
General Institutional	28	27
Physical Plant	15	14
Auxiliary Services	6	6
Total	205	201

<sup>\*</sup>Does not include 36 regular part-time positions or approximately 250 part-time outreach positions.

#### Position Summary - FTE Basis

Category	2018-19 Actual	2019-20 Budget	General Fund	Enterprise Fund	Trust & Agency Fund	Total 20-21 Budget
Administrators/Supervisors	18	20	21			21
Teachers	134	132	125			125
Other Staff	108	93	110	6	1	117
TOTAL	260	260	256	6	1	263

NOTE: Above numbers include part-time instructors, students, and temporary staff.

<sup>\*</sup>Approximately 15 FTEs are supported through grant funding.

#### **BASIS OF ACCOUNTING**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The governmental, expendable trust and agency funds, are accounted for on a modified accrual basis. Under the modified accrual basis of accounting, transactions are recorded in the following manner:

- Revenues are recognized when they become both measurable and available (susceptible to accrual). All
  revenues are considered susceptible to accrual except summer school tuition and fees that are recorded
  as deferred revenue. For debt service, property taxes levied to make principal and interest payments
  with due dates within the fiscal year are revenue. Any debt service property taxes levied to make
  principal and interest payments with due dates outside the fiscal year are deferred revenue.
- Expenditures are recognized on an encumbrance basis when the purchase commitment is made, except
  for interest and principal on general long-term obligation debt, which are recognized as expenditures
  when due. Expenditures for claims and judgments are recognized when it becomes probable that an
  asset has been impaired or a liability has been incurred.
- Expenditures for compensated absences, including vacation and sick leave, are recognized when the liability is incurred for past services of an employee that vest and accumulate.
- Fixed assets are recorded as capital outlays at the time of purchase.
- Proceeds of long-term obligations are treated as a financing source when received.

The proprietary funds are accounted for on an accrual basis, whereby revenues are recognized when measurable and earned and expenses are recorded as liabilities when incurred and, where applicable, depreciation expense is also included.

The Governmental Accounting Standards Board (GASB) Statement No. 20 "Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities that Use Proprietary Fund Accounting" provides that proprietary funds may apply all GASB pronouncements as well as the following pronouncements issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements: Statements and interpretations of the Financial Accounting Standards Board (FASB), Accounting Principles Board (APB) Opinions, and Accounting Research Bulletins (ARBs) on the Committee on Accounting Procedure.

#### **BASIS OF BUDGETING**

Southwest Wisconsin Technical College adopts an annual operating budget which is prepared on substantially
the same basis as the financial statements, which are prepared in accordance with GAAP, except budgetary
expenditures include encumbrances and budgetary revenues include all property taxes levied for the fiscal year.

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#### **DESCRIPTION OF FUNCTIONAL UNITS**

#### Revenues

Southwest Wisconsin Technical College has a diversified funding base composed of property taxes, state aid, student fees, federal grants, and institutionally-generated revenues. Southwest Wisconsin Technical College believes that this diversity, the strength of the local economy, and its fiscal management will continue to provide the resources required to fulfill its mission now and in the future without significant changes in the level of services provided.

#### **Local Government**

Local Property Tax Levy Revenue. The debt service mill rate is added to the operational mill rate to get a total mill rate amount. The debt service tax levy is used to pay the principal and interest payments that are due that year. The operational tax levy is used to fund expenditures in the general fund.

#### State Aids

State Aids and any other revenue derived from State Government.

#### **Student Fees**

Fees are collected from students for tuition, materials, and miscellaneous items. Tuition and material fee rates are set annually by the Wisconsin Technical College System based upon estimated total operating expenditures of the districts.

**Program Fees:** A charge to recover a portion of the cost of operating the instructional areas other than books and consumable supplies.

**Material Fees:** Charges for instructional materials consumed by the student and/or instructor. **Other Student Fees:** Other charges to students such as out-of-state tuition, application fees, and community services fees.

#### Institutional Revenue

Sales and services, investment income, rentals and other revenues derived from other than governmental sources, except for those more properly coded as other resources.

#### Federal/State

Grants, contracts, and any other reimbursements received from federal/state government sources.

#### **Expenditures**

The Wisconsin Technical College System Board requires each technical college to classify expenditures by function to provide activity detail of our primary activity -- instruction. The following is a listing and description of the expenditure functions used by Southwest Wisconsin Technical College.

#### Instruction

This function includes teaching, academic administration, including clerical support, and other activities related directly to the teaching of students, guiding the students in the educational program, and coordination and improvement of teaching.

#### **Instructional Resources**

This function includes all learning resource activities such as the library and audio-visual aids center, learning resource center, instructional media center, instructional resources administration, and clerical support.

#### Student Services

This function includes those non-instructional services provided for the student body such as student recruitment; student services administration and clerical support; admissions; registration; counseling, including testing and evaluation; health services; financial aids; placement; and follow-up. Non-instructional athletics such as intramural athletics are also included.

#### **General Institution**

This function includes all services benefiting the entire College, exclusive of those chargeable directly to other functional categories. Examples of this type of expenditure are legal fees, external audit fees, general liability insurance, interest on operational borrowing, and public information. District Board, President's Office, Fiscal Services, Human Resources Services, and Information Technology are included in this function.

#### **Physical Plant**

This function includes all services required for the operation and maintenance of the physical facilities. Principal and interest on long-term obligations are included under this function as are the general utilities such as heat, light, and power.

#### **Auxiliary Services**

This function includes commercial-type activities such as the bookstore, child care center, and vending services.

#### **DEFINITION OF FUNDS**

#### Fund

A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

#### **Governmental Fund Category**

#### General Fund (100)

The general fund type is available for any legally authorized purpose and is therefore used to account for all revenues and expenditures for the current operations of the district that are not required to be accounted for in another fund.

#### Special Revenue Fund (200)

A special revenue fund type is used to account for the proceeds and related financial activity of specific revenue sources that are legally restricted for a specific purpose except for major capital projects and expendable trusts. Such a fund requires budgetary accounting and is created either by statute, charter, or board resolution to provide certain activities with definite and continuing revenues. After the fund is created, it usually continues year after year until discontinued or revised by proper legal action.

Generally speaking, activities which are project in nature and not considered to be part of the regular program of the district should be budgeted and controlled through the Special Revenue Fund. Typical inclusions are: Vocational Education Act, Adult Education Act, and Job Training Partnership Act projects. Excluded would be construction or remodeling projects, and trust/agency activities, including student loans.

#### Capital Projects Fund (300)

The capital projects fund type is used to account for all resources and related financial activity for all capital expenditure projects regarding the acquisition of sites, purchase or construction of buildings (including equipping), lease/purchase of buildings, or remodeling and improvement of buildings. Any acquisition, construction, equipping, remodeling or improvement financed through the proprietary or trust/agency funds must be budgeted and accounted for in the respective fund.

#### **Debt Service Fund (400)**

The debt service fund type is used to account for the accumulation of resources for, and the payment of general long term debt and long term lease purchase debt principal and interest.

#### **Proprietary Fund Category**

#### Enterprise Fund (500)

The enterprise fund type is used to record revenues and expenses related to providing goods or services to students, district staff, faculty or the general public. These funds are intended to be self-supporting and are operated in a manner similar to private business. All costs are recovered primarily through user charges. These services complement the educational and general objectives of the District.

#### Internal Service Fund (600)

The internal service fund type is used to account for the financing and related financial activities of goods and services provided by one department of the district to other departments of the district, or to other governmental units on a cost reimbursement basis.

#### **Fiduciary Fund Category**

#### Trust and Agency Fund (700)

The trust and agency fund is used to account for financial resources held in a fiduciary capacity by the District. These funds account for student financial assistance, student activities, clubs and other student related activities.

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#### SWTC PRO FORMA BALANCE SHEET - June 30, 2020

	General	Spec. Rev	mental Fund C Spec. Rev Non-Aidable	<u>Service</u>	Capital <u>Projects</u>	<u>Proprietar</u>	/ Fund Cat. Internal Service	Account Fixed Assets	t <u>Groups</u> Long-term <u>Debt</u>	Total Memorandum <u>Only</u>
Assets	<u>Certeral</u>	Operational	Non-Aldable	<u>Gervice</u>	Trojects	<u> Litterprise</u>	<u>Del Vice</u>	<u> </u>	Debt	Only
Cash/hvestments	6,722,447		577.232	2,163,265	2,292,684	3,688,191	1.415.987			16.859.806
Receivables:	0,122,111		011,202	2,100,200	2,202,001	0,000,101	1,110,007			10,000,000
Property Taxes	3,433,690									3,433,690
Accounts	130,000					_				130,000
Due From Other Funds										3.5.5.15.5.5
Inventory						50,000				50,000
Prepaid Expenses	135,000					,				135,000
Fixed Assets	30,000 000 A M # 100 7 00 00 00 00 00 00 00 00 00 00 00 00					66,000		48,619,700		48,685,700
Amount Available in						52		2 2		5 (5)
Debt Service Fund(s)									2,163,265	2,163,265
Amount to be Provided										
for Long-term Debt									31,358,245	31,358,245
Total Assets	10,421,137		577,232	2,163,265	2,292,684	3,804,191	1,415,987	48,619,700	33,521,510	102,815,706
<u>Liabilities</u>										
Accounts Payable	225,000		1,000		250,000	35,000				511,000
Employee Related Payables	275,000		9,000			7,500				291,500
Due to Other Funds										
Deferred Revenues	475,000									475,000
Accrued Self-insurance										5
General Long-term Debt									28,776,828	28,776,828
Compensated Absences/										
Unfunded Pension									4,744,682	4,744,682
Total Liabilities	975,000	10=	10,000	-	250,000	42,500	-	-	33,521,510	34,799,010
Fund Equity										
Investment in Fixed Assets								48,619,700		48,619,700
Retained Earnings						3,761,691	1,415,987			5,177,678
Contributed Capital										
Fund Balance:										
Reserve for Debt Service				2,163,265						2,163,265
Reserve for Self-insurance										
Reserve for Student										
Organizations			567,232							567,232
Unreserved:	THE PERSON WORKS									AND AS SERVE MARKED
Designated for Operations	9,446,137									9,446,137
Designated for Fund Balance					2,042,684					2,042,684
for Subsequent Year				19						
Total Fund Equity	9,446,137	-	567,232	2,163,265	2,042,684	3,761,691	1,415,987	48,619,700		68,016,696
Total Liability & Fund Equity	10,421,137		577,232	2,163,265	2,292,684	3,804,191	1,415,987	48,619,700	33,521,510	102,815,706
1 <u>-4-</u>										

#### Southwest Wisconsin Technical College General Fund 2020-21 Budgetary Statement of Resources, Uses, and Changes in Fund Balance

	2018-19 <u>Actual*</u>	2019-20 <u>Budget</u>	2019-20 Estimate**	2020-21 <u>Budget</u>
REVENUES				
Local Government	5,416,844	5,343,000	5,304,000	5,366,000
State Aids	10,014,879	10,451,100	10,895,000	10,310,500
Program Fees	4,441,995	4,551,400	4,551,000	4,546,600
Material Fees	289,212	291,000	285,000	286,000
Other Student Fees	575,649	567,700	514,000	433,100
Institutional	2,145,015	1,654,600	2,037,000	1,808,400
Federal	715,192	647,200	624,000	379,500
Total Revenues	23,598,786	23,506,000	24,210,000	23,130,100
			<b>3</b> 0 (5	
EXPENDITURES				
Instruction	15,020,315	14,907,000	14,800,000	14,811,600
Instructional Resources	149,622	173,000	140,000	143,900
Student Services	2,162,174	1,999,000	2,050,000	2,140,400
General Institutional	4,868,969	4,994,000	4,890,000	4,615,900
Physical Plant	2,023,329	2,092,000	<u>1,920,000</u>	2,070,300
Total Expenditures	24,224,409	24,165,000	23,800,000	23,782,100
Net Revenue (Expenditures)	(625,623)	(659,000)	410,000	(652,000)
OTHER SOURCES (USES)				
Operating Transfer In	172,292	310,000	150,000	53,000
Operating Transfer Out	(44,436)	(45,000)	(45,000)	(47,000)
Total Resources (Uses)	127,856	265,000	105,000	6,000
Total Nesources (Oses)	127,000	200,000	105,000	0,000
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Prepaids & Inventories	_	_	_	-
Reserve for Operations	(497,767)	(394,000)	515,000	(646,000)
Designated for Subsequent Years	_	_	=	-
Total Transfers To (From) Fund Balance	(497,767)	(394,000)	515,000	(646,000)
According to the second	and the description of the first		ann a sitte 🗸 entransistifie	to • series services • proposition of the
Beginning Fund Balance	9,428,904	8,528,904	8,931,137	9,446,137
Ending Fund Balance	8,931,137	8,134,904	9,446,137	8,800,137

The General Fund is used to account for all financial activities except those required to be accounted for in another fund.

<sup>\*</sup>Actual is presented on a budgetary basis.

<sup>\*\*</sup>Estimate is based upon 10 months of actual and 2 months of estimate.

#### Southwest Wisconsin Technical College Special Revenue - Non-Aidable Fund 2020-21 Budgetary Statement of Resources, Uses, and Changes in Fund Balance

	2018-19 <u>Actual*</u>	2019-20 <u>Budget</u>	2019-20 Estimate**	2020-21 <u>Budget</u>
REVENUES				
State Aids	548,676	600,000	520,000	547,000
Other Student Fees	263,576	260,000	270,000	250,000
Institutional	189,739	250,000	165,000	245,000
Federal	5,129,130	6,910,000	5,390,000	6,958,000
Total Revenues	6,131,121	8,020,000	6,345,000	8,000,000
EXPENDITURES				
Student Services	6,117,342	8,075,000	6,285,000	8,000,000
Total Expenditures	6,117,342	8,075,000	6,285,000	8,000,000
Net Revenue (Expenditures)	13,779	(55,000)	60,000	-
OTHER SOURCES (USES)				
Operating Transfer In (Out)	44,436	45,000	47,000	47,000
Total Resources (Uses)	44,436	45,000	47,000	47.000
Total Nessources (6363)	44,400	40,000	47,000	47,000
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Student Organizations	58,215	(10,000)	107,000	47,000
Total Transfers To (From) Fund Balance	58,215	(10,000)	107,000	47,000
a successive and an advantage of the second	American Section 2017	The second secon	er colonie Economic (2000)	abundana • asawa ah 15 5 5 2 2
Beginning Fund Balance	402,017	378,017	460,232	567,232
Ending Fund Balance	460,232	368,017	567,232	614,232

Special Revenue - Non-Aidable Fund is used to account for assets held by a district in a trustee capacity or as an agent for individuals, private organizations, other government units, or other funds.

<sup>\*</sup>Actual is presented on a budgetary basis.

<sup>\*\*</sup>Estimate is based upon 10 months of actual and 2 months of estimate.

#### Southwest Wisconsin Technical College Capital Projects Fund 2020-21 Budgetary Statement of Resources, Uses, and Changes in Fund Balance

	2018-19 <u>Actual*</u>	2019-20 <u>Budget</u>	2019-20 Estimate**	2020-21 <u>Budget</u>
REVENUES				
Institutional	81,849	20,000	27,000	20,000
Total Revenues	81,849	20,000	27,000	20,000
   EXPENDITURES				
Instruction	728,336	599,000	571,000	819,800
Instructional Resources	29,526	50,000	47,000	18,000
General Institutional	1,092,640	2,512,000	318,000	2,760,000
Physical Plant	1,594,635	1,939,000	2,261,000	2,264,200
Total Expenditures	3,445,137	5,100,000	3,197,000	5,862,000
Net Revenue (Expenditures)	(3,363,288)	(5,080,000)	(3,170,000)	(5,842,000)
OTHER SOURCES (USES)				
Proceeds from Debt	4.000,000	4,000,000	4,000,000	4,000,000
Operating Transfer In (Out)	(172,292)	(310,000)	(150,000)	(53,000)
Total Resources (Uses)	3,827,708	3,690,000	3,850,000	3,947,000
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Capital Projects	464,420	(1,390,000)	680,000	(1,895,000)
Total Transfers To (From) Fund Balance	464,420	(1,390,000)	680,000	(1,895,000)
. J. C. Transfero To (1 1011) 1 and Dalatio	10 1, 120	(1,000,000)	000,000	(.,000,000)
Beginning Fund Balance	898,264	1,485,264	1,362,684	2,042,684
Ending Fund Balance	1,362,684	95,264	2,042,684	147,684

Capital Projects Funds are used to account for financial resources and related financial activity for the acquisition and improvement of sites and for the acquisition, construction, equipping, and renovation of buildings.

<sup>\*</sup>Actual is presented on a budgetary basis.

<sup>\*\*</sup>Estimate is based upon 10 months of actual and 2 months of estimate.

#### Southwest Wisconsin Technical College Capital Projects Fund

Summary Borrowing Plan

Revenue for Capital Projects includes proceeds from debt of \$4,000,000. This amount is flat from the prior year borrowing level.

The amount of outstanding debt will be approximately twenty-nine million. The majority of this debt is due to the capital expansion project that was completed as approved through the passage of \$31.9 million referendum on 4/1/08. The remaining outstanding debt of approximately twelve million is from annual borrowing for mainteance projects, remodeling and equipment replacment and updgrades. A debt service strategy which sets the annual borrowing in close relationship to annual principal payments, accounts for the consistent level of debt. This capital borrowing plan affords the College the ability to maintain high quality in both equipment and physical plant.

Equipment/Software Budget by Department Agriculture and Industry Public Safety Health and Service Subtotal Instruction	641,000 151,000 27,800	819,800
Library/Media/Distance Education Subtotal Instructional Resources	18,000	18,000
College-wide Computing/Network/Telecommunications Enterprise Planning Resource Project Subtotal General Institutional	360,000 2,400,000	2,760,000
Custodial/Physical Plant/Fleet Vehicles and Grounds Remodeling/Maintenance Projects Engineering/Architect Fees Classroom/Office Furniture Subtotal for Physical Plant	122,000 1,760,000 170,000 212,200	2.264.200
Castotal for Fifty Stour Flank		2,204,200

TOTAL CAPTIAL PROJECTS \$ 5,862,000

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# Southwest Wisconsin Technical College Debt Service Fund 2020-21 Budgetary Statement of Resources, Uses, and Changes in Fund Balance

	2018-19 <u>Actual*</u>	2019-20 <u>Budget</u>	2019-20 Estimate**	2020-21 <u>Budget</u>
REVENUES				
Local Government	5,345,000	5,345,000	5,345,000	5,650,000
State Aids	20,530	20,000	20,530	20,500
Institutional	43,804	60,000	20,000	20,000
Federal Aids	298,603			·-
Total Revenues	5,707,937	5,425,000	5,385,530	5,690,500
EXPENDITURES				
Physical Plant	12 965 022	E 724 600	4,820,000	6 767 E00
Total Expenditures	13,865,022 13,865,022	5,724,600 5,724,600	4,820,000	6,767,500 6,767,500
Total Experiditures	13,003,022	3,724,000	4,020,000	0,707,500
Net Revenue (Expenditures)	(8,157,085)	(299,600)	565,530	(1,077,000)
OTHER COMPOSE (HEES)				
OTHER SOURCES (USES) Refunding Debt Issued	7,775,000			
Operating Transfer In (Out)	572,411	_	_	_
	· · · · · · · · · · · · · · · · · · ·			· -
Total Resources (Uses)	190,326	=	=	
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Debt Service	190,326	(299,600)	565,530	(1,077,000)
Total Transfers To (From) Fund Balance	190,326	(299,600)	565,530	(1,077,000)
Beginning Fund Balance	1,407,409	<u>1,407,409</u>	<u>1,597,735</u>	2,163,265
Ending Fund Balance	1,597,735	1,107,809	2,163,265	1,086,265

Debt Service Funds are used to account for the accumulation of resources for, and payment of, general long-term debt and long-term lease purchase principal and interest.

<sup>\*</sup>Actual is presented on a budgetary basis.

<sup>\*\*</sup>Estimate is based upon 10 months of actual and 2 months of estimate.

#### Southwest Wisconsin Technical College Enterprise Fund 2020-21 Budgetary Statement of Resources, Uses, and Changes in Fund Balance

	2018-19 <u>Actual*</u>	2019-20 <u>Budget</u>	2019-20 Estimate**	2020-21 <u>Budget</u>
REVENUES Institutional Total Revenues	<u>1,534,927</u> 1,534,927	1,768,000 1,768,000	1,385,000 1,385,000	1,336,000 1,336,000
EXPENDITURES Auxiliary Services Total Expenditures	<u>1,273,412</u> 1,273,412	<u>1,636,000</u> 1,636,000	<u>1,447,000</u> 1,447,000	1,706,000 1,706,000
Net Revenue (Expenditures)	261,515	132,000	(62,000)	(370,000)
OTHER SOURCES (USES) Operating Transfer In (Out) Total Resources (Uses)	<u>-</u>	<u>-</u>	<del>-</del>	
TRANSFERS TO (FROM) FUND BALANCES Retained Earnings Total Transfers To (From) Fund Balance	<u>261,515</u> 261,515	<u>132,000</u> 132,000	<u>(62,000)</u> (62,000)	(370,000) (370,000)
Beginning Fund Balance Ending Fund Balance	3,562,176 3,823,691	3,664,176 3,796,176	3,823,691 3,761,691	3,761,691 3,391,691

Enterprise Funds are used to account for operations where the costs of providing goods or services to the student body, faculty and staff, or the general public are financed primarily through user fees.

<sup>\*</sup>Actual is presented on a budgetary basis.

<sup>\*\*</sup>Estimate is based upon 10 months of actual and 2 months of estimate.

#### Southwest Wisconsin Technical College Internal Service Fund\*\*\* 2020-21 Budgetary Statement of Resources, Uses, and Changes in Fund Balance

	2018-19 <u>Actual*</u>	2019-20 <u>Budget</u>	2019-20 Estimate**	2020-21 <u>Budget</u>
REVENUES Institutional Total Revenues	3,833,084 3,833,084	<u>4,427,000</u> <u>4,427,000</u>	3,710,000	4,427,000
EXPENDITURES Auxiliary Services Total Expenditures	3,639,408 3,639,408	<u>4,427,000</u> 4,427,000	<u>3,793,400</u> 3,793,400	<u>4,427,000</u> <u>4,427,000</u>
Net Revenue (Expenditures)	193,676	-	(83,400)	-
OTHER SOURCES (USES) Operating Transfer In (Out) Total Resources (Uses)				
TRANSFERS TO (FROM) FUND BALANCES Retained Earnings Total Transfers To (From) Fund Balance	193,676 193,676		<u>(83,400)</u> (83,400)	<u>-</u>
Beginning Fund Balance Ending Fund Balance	1,305,711 1,499,387	1,155,711 1,155,711	1,499,387 1,415,987	1,415,987 1,415,987

Internal Service Funds are used to account for the financing and related financial activity of goods and services provided by one department to other departments of the District on a cost reimbursement basis.

<sup>\*</sup>Actual is presented on a budgetary basis.

<sup>\*\*</sup>Estimate is based upon 10 months of actual and 2 months of estimate.

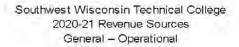
<sup>\*\*\*</sup>Our self-funded health insurance and dental insurance programs are processed through the Internal Service Fund.

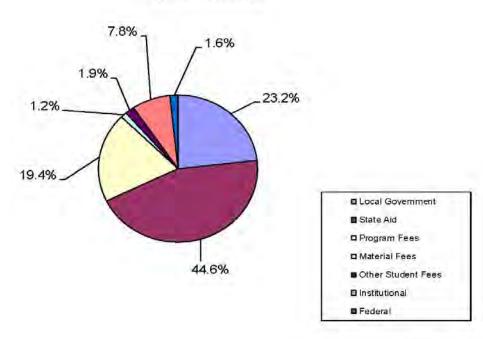
#### Southwest Wisconsin Technical College Classification Breakdown by Fund 2020-21 Fiscal Year

		Spec. Rev.	Spec. Rev.	Capital	Debt		Internal	
	General	Operational	Non-Aidable	Projects	Service	Enterprise	Service	Total
Personnel Services	18,359,850	1	105,220	-	120.00	525,250		18,990,320
Salaries	13,213,250		70,420			360,550		13,644,220
Fringe	5,146,600		34,800	- 4		164,700		5,346,100
Current Expense	5,422,250		1 2 4 1			51,500	4,372,000	9,845,750
Resale Merchandise			7,894,780			1,129,250	55,000	9,079,030
Capital				5,862,000		MY WY		5,862,000
Debt Service					6,767,500			6,767,500
Total Expenditures	23,782,100		8,000,000	5,862,000	6,767,500	1,706,000	4,427,000	50,544,600

2020-21 Expenditures General - Operational







	2020-21	
Revenues	Budget	Percent
Local Government	5,366,000	23.2
State Aid	10,310,500	44.6
Program Fees	4,546,600	19.7
Material Fees	286,000	1.2
Other Student Fees	433,100	1.9
Institutional	1,808,400	7.8
Federal	379,500	1.6
Total Revenues	23,130,100	100.0

#### Southwest Wisconsin Technical College Schedule of Long-term Obligations 2020-21 Budget Year

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
G.O. Refunding bonds (AR) 10/01/14 to Sterne, Agee & Leach, Inc. in the amout of \$5,215,000			
2020-2021	465,000	119,100	584,100
2021-2022	475,000	109,800	584,800
2022-2023	490,000	95,550	585,550
2023-2024	505,000	80,850	585,850
2024-2025	525,000	65,700	590,700
2025-2026	540,000	49,950	589,950
2026-2027	550,000	33,750	583,750
2027-2028	575,000	17,250	592,250
Total Payments Due	4,125,000	571,950	4,696,950
Promissory note (5 years) issued 8/5/16 to UMB Bank, NA in the amount of \$2,500,000 to finance construction, facility improvements, remodeling, and equipment purchases.			
2020-2021	500,000	10,000	510,000
Total Payments Due	500,000	10,000	510,000
Promissory note (5 years) issued 8/5/17 to Banker's Bank of \$2,500,000 to finance construction, facility improvements, remodeling, and equipment purchases.			
2020-2021	500,000	20,000	520,000
2021-2022	500,000	10,000	510,000
Total Payments Due	1,000,000	30,000	1,030,000
G.O. Refunding Bond (12 years) issued to 12/20/17 to Robert W. Baird & Co. Inc. in the amount of \$6,485,000			
2020-2021	_	194,550	194,550
2021-2022	-	194,550	194,550
2022-2023	2	194,550	194,550
2023-2024	-	194,550	194,550
2024-2025	-	194,550	194,550
2025-2026	1,555,000	194,550	1,749,550
2026-2027	1,595,000	147,900	1,742,900
2027-2028	1,645,000	100,050	1,745,050
2028-2029	1,690,000	50,700	1,740,700
Total Payments Due	6,485,000	1,465,950	7,950,950

#### Southwest Wisconsin Technical College Schedule of Long-term Obligations 2020-21 Budget Year

Promissory note (5 years) issued 10/10/18 to Hutchinson, Shockey, Erley & Co. in the amount of \$4,000,000 to finance construction, facility improvements, remodeling, and equipment purchases.

2020-2021	800,000	86,000	886,000
2021-2022	800,000	54,000	854,000
2022-2023	800,000	28,000	828,000
2022 2020	<u>500,000</u>	20,000	020,000
Total Payments Due	2,400,000	168,000	2,568,000
G.O. Refunding Bond issued 03/06/2019 to Robert W. Baird & Co. Inc. in the amount of \$7,775,000			
2020-2021	1,240,000	240,300	1,480,300
2021-2022	1,280,000	190,700	1,470,700
2022-2023	1,305,000	165,100	1,470,100
2023-2024	1,355,000	139,000	1,494,000
2024-2025	1,425,000	71,250	1,496,250
Total Payments Due	6,605,000	806,350	7,411,350
Promissory note (5 years) issued 03/12/2020 to Robert W. Baird & co. Inc. in the amout of \$4,000,000			
2020-2021	1,600,000	128,578	1,728,578
2021-2022	800,000	80,000	880,000
2022-2023	800,000	64,000	864,000
2023-2024	800,000	32,000	832,000
Total Payments Due	4,000,000	304,578	4,304,578
Promissory note (5 years) toaa be issed in 2021 to the successful bidder in the amount of \$4,000,000 to finance construction, facility improvements, remodeling, and equipment purchases.			
2020-2021	800,000	25,000	825,000
2021-2022	800,000	104,000	904,000
2022-2023	800,000	80,000	880,000
2023-2024	800,000	64,000	864,000
2024-2025	800,000	32,000	832,000
Total Payments Due	4,000,000	305,000	4,305,000

#### Southwest Wisconsin Technical College Combined Schedule of Long-term Obligations Summary of Fiscal Year 2020-21 Budget

Fiscal Year(s)		<u>Principal</u>		<u>Interest</u>		<u>Total</u>	
2020-2021		5,905,000		823,528		6,728,528	
2021-2022		4,655,000		743,050		5,398,050	
2022-2023		4,195,000		627,200		4,822,200	
2023-2024		3,460,000		510,400		3,970,400	
2024-2029		10,900,000		957,650		11,857,650	
Total Payments Due	\$	29,115,000	\$	3,661,828	\$	32,776,828	

# Southwest Wisconsin Technical College Debt Limit 2020-21 Budget Year

State statutes impose two debt limitations on WTCS districts' debt. The following computations are based on the aggregate debt outstanding as of June 30, 2020, net of resources available to fund principal and interest payments.

The aggregate indebtedness of the District may not exceed five (5) percent of the equalized value of the taxable property located in the District per s.67.03 (1) Wisconsin Statutes. This limitation applies to indebtedness for all purposes - bonds, promissory notes and capital leases, including taxable and nontaxable borrowings. The maximum aggregate indebtedness of the District budgeted for FY 2020-21 budget is \$29,115,000. The five (5) percent limit is \$439,828,871.

The bonded indebtedness of the District may not exceed two (2) percent of the equalized value of the property located in the District per s.67.03 (9) Wisconsin Statutes. This limitation applies to bonded indebtedness for the purchase of district sites, the construction and remodeling of district facilities and the equipping of district facilities. The key word is "bonded;" only include bonded indebtedness issued under s.67.05, Wisconsin Statutes. The maximum bonded indebtedness of the District budgeted for FY 2020-21 budget is \$17,215,000. The two (2) percent limit is \$175,931,548.

### Southwest Wisconsin Technical College Combined Budget Summary 2020-21 Budgetary Statement of Resources, Uses, and Changes in Fund Balance

	2018-19 <u>Actual*</u>	2019-20 <u>Budget</u>	2019-20 Estimate**	2020-21 <u>Budget</u>
REVENUES				
Local Government	10,761,844	10,688,000	10,649,000	11,016,000
State Aids	10,584,085	11,071,100	11,435,530	10,878,000
Program Fees	4,441,995	4,551,400	4,551,000	4,546,600
Material Fees	289,212	291,000	285,000	286,000
Other Student Fees	839,225	827,700	784,000	683,100
Institutional	8,083,217	8,179,600	7,324,000	7,836,400
Federal	5,888,126	7,557,200	6,034,000	7,357,500
Total Revenues	40,887,704	43,166,000	41,062,530	42,603,600
EXPENDITURES				
Instruction	15,748,651	15,506,000	15,371,000	15,631,400
Instructional Resources	179,148	223,000	187,000	161,900
Student Services	8,279,516	10,074,000	8,335,000	10,140,400
General Institutional	5,961,609	7,506,000	5,208,000	7,375,900
Physical Plant	17,482,986	9,755,600	9,001,000	11,102,000
Auxiliary Services	4,912,820	6,063,000	5,240,400	6,133,000
Total Expenditures	52,564,730	49,127,600	43,342,400	50,544,600
Net Revenue (Expenditures)	(11,677,026)	(5,961,600)	(2,279,870)	(7,941,000)
OTHER SOURCES (USES)				
Proceeds from Debt	4,000,000	4,000,000	4,000,000	4,000,000
Refunding/Premium	8,347,411	-	· <del>-</del>	<b>∞</b>
Operating Transfer In (Out)		= =		
Total Resources (Uses)	670,385	(1,961,600)	1,720,130	(3,941,000)
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Prepaids & Inventories	-	-	i <del>-</del>	e <del>-</del>
Reserve for Capital Projects	464,420	(1,390,000)	680,000	(1,895,000)
Reserve for Debt Service	190,326	(299,600)	565,530	(1,077,000)
Retained Earnings	455,191	132,000	(145,400)	(370,000)
Reserve for Student Organizations	58,215	(10,000)	107,000	47,000
Reserve for Operations	(497,767)	(394,000)	515,000	(646,000)
Designated for Subsequent Years		<u>=</u>		
Total Transfers To (From) Fund Balance	670,385	(1,961,600)	1,722,130	(3,941,000)
Beginning Fund Balance	17,004,481	16,619,481	17,674,866	19,396,996
Ending Fund Balance	17,674,866	14,657,881	19,396,996	15,455,996

<sup>\*</sup>Actual is presented on a budgetary basis.

<sup>\*\*</sup>Estimate is based upon 10 months of actual and 2 months of estimate.

### Southwest Wisconsin Technical College Combined Budget Summary 2020-21 Budgetary Statement of Resources, Uses, and Changes in Fund Balance

	2018-19 <u>Actual*</u>	2019-20 <u>Budget</u>	2019-20 Estimate**	2020-21 <u>Budget</u>
REVENUES BY FUND				
General Fund	23,598,786	23,506,000	24,210,000	23,130,100
Special Revenue-Non-Aidable Fund	6,131,121	8,020,000	6,345,000	8,000,000
Capital Projects Fund	81,849	20,000	27,000	20,000
Debt Service Fund	5,707,937	5,425,000	5,385,530	5,690,500
Enterprise Fund	1,534,927	1,768,000	1,385,000	1,336,000
Internal Service Fund	3,833,084	4,427,000	3,710,000	4,427,000
Total Revenue by Fund	40,887,704	43,166,000	41,062,530	42,603,600
EXPENDITURES BY FUND				
General Fund	24,224,409	24,165,000	23,800,000	23,782,100
Special Revenue-Non-Aidable Fund	6,117,342	8,075,000	6,285,000	8,000,000
Capital Projects Fund	3,445,137	5,100,000	3,197,000	5,862,000
Debt Service Fund	13,865,022	5,724,600	4,820,000	6,767,500
Enterprise Fund	1,273,412	1,636,000	1,447,000	1,706,000
Internal Service Fund	3,639,408	4,427,000	3,793,400	4,427,000
Total Expenditures by Fund	52,564,730	49,127,600	43,342,400	50,544,600

<sup>\*</sup>Actual is presented on a budgetary basis.

<sup>\*\*</sup>Estimate is based upon 10 months of actual and 2 months of estimate.



# SUPPLEMENTAL DATA



#### **DISTRICT PROFILE**

Southwest Wisconsin Technical College District is located primarily within the counties of Crawford, Grant, Iowa, Lafayette, and Richland. The College is organized along public school district lines and encompasses 30 public school districts. There is only one centrally located campus at Fennimore.

#### **PROGRAMS OFFERED**

#### **Associate Degree**

Accounting

Agribusiness Science & Technology - AgBus Mgmt

Agribusiness Science & Technology - Agronomy

Agribusiness Science & Technology - Animal Science

**Business Management** 

Cancer Information Management

Criminal Justice Studies

**Culinary Arts** 

**Culinary Management** 

Direct Entry Midwife

Early Childhood Education

Electromechanical Technology

Golf Course Management

Graphic And Web Design

Health Information Technology

Human Services Associate

Individualized Technical Studies

Instrumentation and Controls Technology

IT-Network Specialist

Leadership Development

Liberal Arts - Associate Of Arts

Liberal Arts - Associate Of Science

Medical Laboratory Technician

Nursing - Associate Degree

Physical Therapist Assistant

Respiratory Therapist-collaborative w/ Western Tech

Supply Chain Management

Technical Studies-Journey Worker

#### **Short-Term Technical Diploma**

Advanced EMT

Building Maintenance & Construction-WI Secure Program

Facility

Criminal Justice-Law Enforcement 720 Academy

Dental Assistant-Short Term

Driver and Safety Education Certification

Emergency Medical Technician

Farm Business & Production Management

Nursing Assistant

#### **One Year Technical Diploma**

Accounting Assistant

Agribusiness Science & Technology-Agronomy Technician

Auto Collision Repair & Refinishing Technician

Bricklaying & Masonry - WI Secure Program Facility

**Building Trades-Carpentry** 

**Child Care Services** 

CNC Machine Operator/Programmer (Precision Machining)

Cosmetology

Electrical Power Distribution

Farm Operations & Management-Crop Operations

Farm Operations & Management-Dairy Technician

Farm Operations & Management-Farm Ag Maintenance

Farm Operations & Management-Livestock Tech

Industrial Mechanic

IT-Computer Support Technician

Laboratory Science Technician

Medical Assistant

Medical Coding Specialist

Pharmacy Technician-collaborative w/ Lakeshore Tech

Practical Nursing

Supply Chain Assistant

Welding

#### PROGRAMS OFFERED, continued

### **Two-Year Technical Diploma**

Agricultural Power & Equipment Technician

Automotive Technician

Farm Operations & Management - Ag Mechanics

Farm Operations & Management - Dairy

#### **Apprentice**

Electricity (Construction) Apprentice

Industrial Electrician Apprentice

Mechatronics Technician Apprentice

Plumbing Apprentice

#### **PathWay Certificates**

Applicator Technician

**Emergency Telecommunications** 

Logistics

Payroll Assistant

**Production Planner** 

Purchasing Agent/Buyer

Reproduction Technician Certificate

Tax Preparer Assistant

#### **Internal Certificates**

Dairy Goat Herd Management

**Human Resources** 

Leadership

Nail Technician

#### **SPECIAL OFFERINGS**

3-Wheel Basic Rider Course

Basic Rider Course

Basic Rider 2 Course

Beginning Microsoft Excel

Birth Doula Labor Support

**Computer Applications** 

Concealed Carry Training

CPR/AED/First Aid Training

Driver Education(Theory, Behind-the-Wheel, and for Adults Over 18)

Emergency Medical Services/First Responder Courses

Farm Training Workshops/Seminars/Conferences

Fire Safety Courses

Golf Technique Training

Human Resources Certificate

IV Therapy

Jail Academy

Law Enforcement Training

Leadership Certificate

Logistics Certificate

Preschool Credential

QuickBooks

Nail Technician Certificate

**OSHA** Training

Responsible Beverage Server

Traffic Safety-Group Dynamics

Traffic Safety-Multiple Offender Traffic Safety-Point Reduction

Tractor Safety

#### **Online Learning Courses**

5S and TPM Dairy Goat-Business Promotion and Marketing
Abstracting Principles and Practice I Dairy Goat-Farm Records & Financial Management

Abstracting Principles and Practice II Dairy Goat-Genetics and Selection

Accounting 1 Dairy Goat-Herd Health

Accounting 1, Part 1 Dairy Goat-Introduction to the Industry

Accounting 2 Dairy Goat-Kid Management

Accounting 3 Dairy Goat-Milking Facilities and Housing

Accounting 4 Dairy Goat-Nutrition

Accounting Systems and Procedure Dairy Goat-Production Records and Analysis

Adv Anatomy & Physiology Dairy Goat-Reproduction and Breeding Program

Advanced Accounting Spreadsheets

Applied Pharmacology

Applied Problem Solving

Developing a Business Plan

Developing a Business Plan

Developmental Psychology

Basic Anatomy

Digital Literacy for Healthcare

Beginning Microsoft Excel Diversit

Beginning Microsoft Word Driver Education Classroom Instruction

Benefits and Challenges of an ERP System Driver Education In-Car Instruction

Blueprint Reading-Welding 1 Driver Education Safety

Body Structure and Function Driver Education Theory - Online

 Budget & Finance
 ECE: Advanced Practicum

 Budget Analysis
 ECE: Child Development

 Business Analytics
 ECE: Children w Diff Abilities

 Business Law 2
 ECE: Curriculum Planning

Business Law I ECE: Early Language and Literacy **Business Management Strategies** ECE: Family & Community Rel Cancer Disease Management ECE: Foundations of ECE Cancer Patient Follow-Up ECE: Guiding Child Behavior Cancer Statistics and Epidemiology ECE: Hlth Safety & Nutrition Career Planning in Business ECE: Infant & Toddler Dev CDL Preparation - Online ECE: Intermediate Practicum Change Management ECE: Introductory Practicum **Change Process** ECE: Preschool Practicum

College Algebra with Applications Economics

College Mathematics Elementary Algebra

Compensation and Benefits Emergency Medical Technician (EMT)-Refresher

Concepts of Problem Solving Employee Discipline

Conflict Resolution Employee Performance Assessment
Cost Accounting Employee Training and Certification

CPT Coding English Composition 1

#### Online Learning Courses, Continued

Creating Work Teams

Ethics

CTR Prep

**Evaluating the Purchasing Process** 

Culture of Healthcare Customer Service Financial Management First Responder Refresher

Forecasting and Scheduling

Manufacturing Practices for Food Industry

Foundations and NonProfits Foundations of HIM

Foundations of Inventory

Marketing Principles Marriage & Family

Fundamentals of Chemistry

Math Review Online

Math with Business Applications

General Anatomy & Physiology

Mediation Strategies
Medical Terminology

Global Business Global Logistics Global Sourcing

Microbiology Microeconomics

Global Supply Chain Management

NSG: Mental Health Comm Con

Health Care Reimbursement

Nursing Assistant

Health Quality Management

Nursing Assistant Advanced

Healthcare Law & Ethics

Nutrition

Healthcare Stats and Analytics HeartCode BLS OB/Medication Management
Oncology Coding and Staging
Operations Management

HIT Capstone

Oral/Interpersonal Communication

Human Diseases for the Health Professions Human Resources Management

Organizational Development
Organizational Structure

ICD Diagnosis Coding
ICD Procedure Coding

Orientation and Onboarding
Payroll Applications

Intermediate Algebra with Applications Intermediate Coding

Personal Finance
Planning and Control
Policies and Procedures

Principles of Finance

Intermediate Microsoft Excel
Intro to Amer Government
Intro to Ethics: Theory & App
Intro to Health Informatics

Principles of Negotiations
Problem Solving Using A-3 Format

Intro to Psychology
Intro to Sociology

Process Mapping

Introduction to Business

Production Management

Introduction to Cancer Registry Management

Professional Networking and Development

Introduction to Diversity Studies
Introduction to Service Operations
Introductory Statistics

Professional Practice
Project Management 1
Project Management 2

Labor Force Issues

Psychology of Human Relations

Leadership Lean Principles Purchasing Process

Quality Management

#### Online Learning Courses, Continued

Lean Six Sigma(1): Select/Define a Project

Lean Six Sigma(2): Measure/Analyze Lean Six Sigma(3): Improve/Control Management of HIM Resources

Management Principles Managerial Accounting

Managing Bias

Managing Inventory Levels Managing Virtual Teams Managing Work Teams Salon/Spa Science Selling Principles

Service Delivery Systems Shop Floor Control

Social Media Management

Speech

Standard Work and Mistake Proofing

Stress Management Supervisor Roles

Supply Chain Management Internship

Supply Chain Process Modeling

Taxes 1 Taxes 2

Technical Reporting

Technology in the Supply Chain

The Role of Logistics Time Management

Transportation Management Trigonometry with Applications

Warehousing

Well Woman Gynecology

Workplace Social Responsibility

Workplace Spanish Written Communication QuickBooks

Recruitment and Hiring Respiratory Home Care Basics Responsible Beverage Service

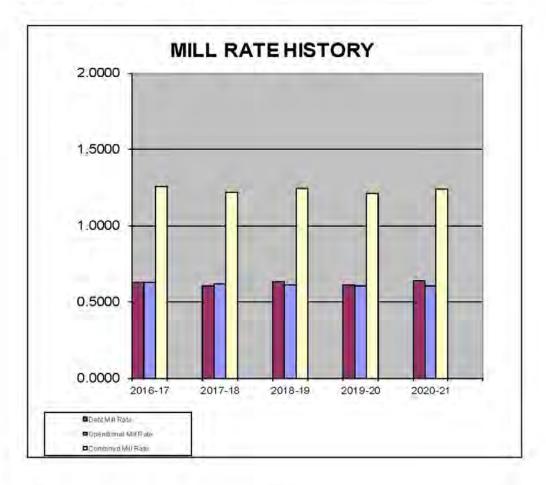
Risk Management

Risk Management Tools to Protect Your Farm

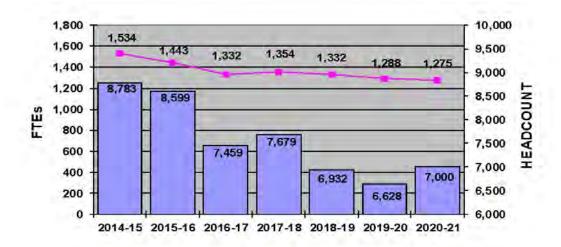
Safety Application Sage 50 (Peachtree) Sales and Marketing Salon/Spa Management

### Southwest Wisconsin Technical College Equalized Valuations and Mill Rates

Year	Equalized Valuation	Operational Mill Rate	Debt Mill Rate	Combined Mill Rate
2016-17 Actual	7,917,220,710	0.6270	0.6252	1.2522
2017-18 Actual	8,190,692,493	0.6139	0.6043	1.2182
2018-19 Actual	8,466,356,725	0.6109	0.6313	1.2422
2019-20 Actual	8,796,577,421	0.6040	0.6076	1.2101
2020-21 Projected	8,884,543,195	0.6040	0,6359	1.2399



### Southwest Wisconsin Technical College Student FTE and Head Count



Program Type	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	Budget 2020-21
Post-Secondary <sup>(1)</sup>	1,322	1,186	1,132	1,169	1,159	1,146	1,130
Vocational Adult <sup>(2)</sup>	89	86	86 70 76 64 64		65		
Non-Posts econdary (3)	122	170	129	108	109	78	80
Community Services (4)	1	1	1	1	0	0	0
Total FTE	1,534	1,443	1,332	1,354	1,332	1,288	1,275
Headcount	8,783	8,599	7,459	7,679	6,932	6,628	7,000

<sup>(1)</sup> Post-Secondary: Students enrolled in courses at the associate degree, technical diploma, apprenticeship and certificate levels.

<sup>(2)</sup> Vocational Adult: Students enrolled in courses for personal development in increasing their job skills or learning new skills.

<sup>(3)</sup> Non-Postsecondary: Students enrolled in remedial and basic education courses

<sup>(4)</sup> Community Services: Students enrolled in self-enrichment activities

#### Southwest Wisconsin Technical College Notice of Public Hearing July 1, 2020 - June 30, 2021

A public hearing on the proposed 2020-2021 budget for Southwest Wisconsin Technical College will be held on June 25th at 6:30 via Zoom. The detailed budget is available for public inspection at the District Business Office.

#### **EXPENDITURE HISTORY**

Fiscal Year	Equalized <u>Valuation</u>	Mill Rates Operational <sup>(2)</sup>	Debt Service	<u>Total Mill Rate</u>	Percent Inc./(Dec.)
2016-17	7,917,220,710	0.6270	0.6252	1.2522	0.55
2017-18	8,190,692,493	0.6139	0.6043	1.2182	(2.72)
2018-19	8,466,356,725	0.6109	0.6313	1.2422	1.97
2019-20	8,796,577,421	0.6025	0.6076	1.2101	(2.58)
2020-21 <sup>(1)</sup>	8,884,543,195	0.6040	0.6359	1.2399	2.46
<u>Fiscal</u>	Total Expenditures	Percent	Property	Percent	Tax on a
Year (2)	All Funds	Inc./Dec.	Tax Lew	Inc./(Dec.)	\$100,000 House
2016-17	41,620,323	(4.42)	9,913,940	3.62	125.22
2017-18	49,845,968	19.76	9,978,321	0.65	121.82
2018-19	52,564,730	5.45	10,516,722	5.40	124.22
2019-20	49,127,600	(6.54)	10,644,847	1.22	121.01
2020-21	50,544,600	2.88	11,016,000	3.49	123.99

 $<sup>^{(1)}</sup>$  Fiscal year 2021 equalized valuation is projected to increase 1% from fiscal year 2020.

#### **Budget/Fund Summary - All Funds**

		Special	Special					
		Revenue	Revenue	Capital	Debt		Internal	
	<u>General</u>	<u>Operational</u>	Non-Aidable	<u>Projects</u>	<u>Service</u>	<u>Enterprise</u>	<u>Service</u>	<u>Total</u>
Tax Levy	5,366,000	:=:	<b>.</b> =:	50	5,650,000	150	150	11,016,000
Other Budgeted Revenues	17,764,100		8,000,000	20,000	40,500	1,336,000	4,427,000	31,587,600
Total Budgeted Revenues	23,130,100	NEC .	8,000,000	20,000	5,690,500	1,336,000	4,427,000	42,603,600
Budgeted								
Expenditures	23,782,100	- 8	8,000,000	5,862,000	6,767,500	1,706,000	4,427,000	50,544,600
Excess of Revenues								
Over Expenditures	(652,000)	12	321	(5,842,000)	(1,077,000)	(370,000)	-	(7,941,000)
Operations Transfers	6,000	12	47,000	(53,000)	=	-	-	
Proceeds from Debt	12	12	=	4,000,000	=	199	1-	4,000,000
Est. Fund Balance								
07/01/19	9,446,137	121	567,232	2,042,684	2,163,265	3,761,691	1,415,987	19,396,996
Est. Fund Balance								
06/30/20	8,800,137	-	614,232	147,684	1,086,265	3,391,691	1,415,987	15,455,996

<sup>(2)</sup> Fiscal years 2017 through 2019 represent actual amounts; 2020 is estimated; 2021 is the proposed budget.

#### Southwest Wiscons in Technical College Notice of Public Hearing Budget Summary - General Fund Fiscal Year 2020-2021

	2018-19	2019-20	2019-20	2020-21	
	Actual <sup>(3)</sup>	<u>Budget</u>	Estimate <sup>(4)</sup>	<u>Budget</u>	
REVENUES					
Local Government	5,416,844	5,343,000	5,304,000	5,366,000	
State Aids	10,014,879	10,451,100	10,895,000	10,310,500	
Program Fees	4,441,995	4,551,400	4,551,000	4,546,600	
Material Fees	289,212	291,000	285,000	286,000	
Other Student Fees	575,649	567,700	514,000	433,100	
Institutional	2,145,015	1,654,600	2,037,000	1,808,400	
Federal	715,192	647,200	624,000	379,500	
Total Revenues	23,598,786	23,506,000	24,210,000	23,130,100	
EXPENDITURES					
Instruction	15,020,315	14,907,000	14,800,000	14,811,600	
Instructional Resources	149,622	173,000	140,000	143,900	
Student Services	2,162,174	1,999,000	2,050,000	2,140,400	
General Institutional	4,868,969	4,994,000	4,890,000	4,615,900	
Physical Plant	2,023,329	2,092,000	1,920,000	2,070,300	
Total Expenditures	24,224,409	24,165,000	23,800,000	23,782,100	
Net Revenue (Expenditures)	(625,623)	(659,000)	410,000	(652,000)	
OTHER SOURCES (USES)	And the state of t	The state of the s		Pacific and processing processing	
Operating Transfer In (Out)	127,856	265,000	105,000	6,000	
Total Resources (Uses)	127,856	265,000	105,000	6,000	
TRANSFERS TO (FROM) FUND BALANCES					
Reserve for Prepaids & Inventories	12	<u>=</u>	-	<u>=</u>	
Reserve for Operations Designated for Subsequent Years	(497,767) 	(394,000)	515,000 	(646,000) 	
Total Transfers To (From) Fund Balance	(497,767)	(394,000)	515,000	(646,000)	
Beginning Fund Balance	9,428,904	8,528,904	8,931,137	9,446,137	
Ending Fund Balance	8,931,137	8,134,904	9,446,137	8,800,137	
EXPENDITURES BY FUND				%(	Change <sup>(5)</sup>
General Fund	24,224,409	24,165,000	23,800,000	23,782,100	(1.58)
Special Revenue-Operational Fund			- · · -		- 2
Special Revenue-Non-Aidable Fund	6,117,342	8,075,000	6,285,000	8,000,000	(0.93)
Capital Projects Fund	3,445,137	5,100,000	3,197,000	5,862,000	14.94
Debt Service Fund	13,865,022	5,724,600	4,820,000	6,767,500	18.22
Enterprise Fund	1,273,412	1,636,000	1,447,000	1,706,000	4.28
Internal Service Fund	3,639,408	4,427,000	3,793,400	4,427,000	<u>=</u>
Total Expenditures by Fund	52,564,730	49,127,600	43,342,400	50,544,600	2.88
REVENUES BY FUND					
General Fund	23,598,786	23,506,000	24,210,000	23,130,100	(1.60)
Special Revenue-Operational Fund	1 <u>1</u>	<u>=</u>			<u>=</u>
Special Revenue-Non-Aidable Fund	6,131,121	8,020,000	6,345,000	8,000,000	(0.25)
Capital Projects Fund	81,849	20,000	27,000	20,000	200 m 136 - 20 - 20
Debt Service Fund	5,707,937	5,425,000	5,385,530	5,690,500	4.89
Enterprise Fund	1,534,927	1,768,000	1,385,000	1,336,000	(24.43)
Internal Service Fund	3,833,084	4,427,000	3,710,000	4,427,000	<u> </u>
Total Revenue by Fund	40,887,704	43,166,000	41,062,530	42,603,600	(1.30)

Actual is presented on a budgetary basis.

Estimate is based upon 10 months of actual and 2 months of estimate (2020-21 Budget - 2019-20 Budget)/2019-20 Budget.

### B. Enterprise Resource Planning (ERP) System

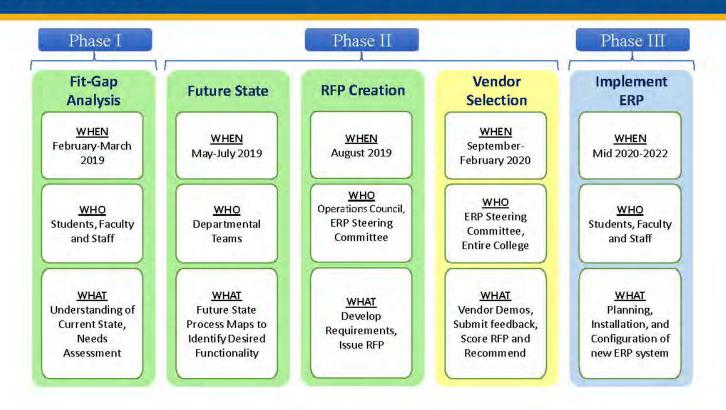
Caleb White, Heath Ahnen – Director of Information Technology Services, and Matthew Baute – Director of Software Enterprise will present information related to the Enterprise Resource Planning System and ask for final approval by the Board. Included below is a PowerPoint highlighting the key indicators, costs, and implementation organizational charts.

<u>Recommendation</u>: Award contract for an Enterprise Resource Planning System to Campus Management Corp, Boca Raton, Florida for implementation and related services in the amount of \$1,525,225 plus expenses and a 10-year contract for software subscription fees.



# Southwest Wisconsin TECHNICAL COLLEGE

### College Transformational Excellence







### Vendor Evaluation and Scoring

CAMPUS	@ ellucian.	
76.14	66.89	
CAMPUS"	@ ellucian.	
64.16	61.68	
CAMPUS	@ ellucian.	Jenzabar
75.26	75.53	63.61
CAMPUS"	@ ellucian.	Jenzabar
72.40	73.67	59.95
	TAMPUS" 64.16  CAMPUS" 64.16  CAMPUS" 75.26  CAMPUS"	CAMPUS ellucian. 64.16 61.68  CAMPUS ellucian. 75.26 75.53  CAMPUS ellucian.





### Final Aggregate Weighted Results

Criteria	Weighting	CMC	Ellucian
Stability & Experience	10%	69.75	74.45
Functionality	35%	70.50	65.16
Technology	15%	70.49	64.95
Implementation Services	20%	71.36	68.49
Customer Service	10%	71.21	71.07
Cost	10%	77.39	64.15
Final Score		71.35	67.21





### SWTC ERP Systems Costs

	Year 1	Year 2	Year 3	Year 4	Year 5	Total 5-Yr	Total 10-Yr
Software Fees - Estimated/Budget	400,000	400,000	400,000	400,000	400,000	2,000,000	4,000,000
Ellucian Original Proposal	427,759	457,540	469,586	484,993	500,773	2,340,651	5,079,083
Ellucian BAFO	189,819	447,329	458,300	482,598	497,237	2,075,283	4,794,379
CMC Original Proposal	411,347	398,127	410,071	422,373	435,044	2,076,962	4,455,961
CMC BAFO	319,779	303,833	308,390	313,016	317,711	1,562,729	3,300,103
CMC Negotiations	269,789	251,602	255,376	259,206	263,094	1,299,067	2,674,932
Implementation Services - Est/Budget	1,200,000	400,000				1,600,000	1,600,000
Ellucian Original Proposal	951,897					951,897	951,897
Ellucian BAFO	974,496					974,496	974,496
CMC Original Proposal	1,394,308					1,394,308	1,394,308
CMC BAFO	1,609,000					1,609,000	1,609,000
CMC Negotiations	1,525,225					1,525,225	1,525,225
Program Management Svcs Est/Budget	350,000	350,000				700,000	700,000
CWI Original Proposal	350,000	350,000				700,000	700,000
CWI BAFO	350,000	350,000				700,000	700,000
					Budget	4,300,000	6,300,000
			Ellucian	5 and 10	year cost	3,049,779	5,768,875
	Cam	pus Man	agement	5 and 10	year cost	2,824,292	4,200,157

THIS IS WHERE YOU BELONG

# Southwest Wisconsin TECHNICAL COLLEGE

# College Transformational Excellence

Current System	Costs	Replaced w\ New Solution	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
CAMS Enterprise + HW	\$122,251.12	Yes	\$0.00									
Greenshades	\$7,053.21	Yes	\$0.00									
Greenshades-Tax-19	\$1,504.69	Yes	\$0.00									
Greenshades-W2	\$302.10	Yes	\$0.00									
Dynamics + HW	\$13,271.20	Yes	\$0.00									
Consultation Fees 2019	\$2,000.00	Yes	\$0.00									
TimeTrade	\$13,000.00	No	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00
Raiser's Edge + Hardware	\$18,500.00	Yes	\$0.00									
Financial Edge + Hardware	\$12,253.55	Yes	\$0.00									
Smartsheet	\$6,300.00	No	\$6,300.00	\$ 6,300.00	\$ 6,300.00	\$ 6,300.00	\$ 6,300.00	\$ 6,300.00	\$ 6,300.00	\$ 6,300.00	\$ 6,300.00	\$ 6,300.00
CampusLogic	\$22,000.00	Yes	\$0.00									
SSRS Reporting Services	\$7,000.00	Yes	\$0.00									
Laserfiche + HW	\$25,818.40	Yes	\$15,318.40	\$15,318.40	\$15,318.40	\$15,318.40	\$15,318.40	\$15,318.40	\$15,318.40	\$15,318.40	\$15,318.40	\$15,318.40
		ERP Solution Cost (SIS, Finance, HR, Engage,	\$269,789.67	\$251,611.82	\$255,386.00	\$259,216.79	\$263,105.04	\$267,051.62	\$271,057.39	\$275,123.25	\$279,250.10	\$283,438.85
		Other Application Maintenance	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00
Other Applications Maintenance Cos	\$15,000.00	Other Application Integration	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Total	\$266,254.27		\$315,158.07	296,980.22	\$300,754.40	\$304,585.19	\$308,473.44	\$312,420.02	\$316,425.79	\$320,491.65	\$324,618.50	\$328,807.25

THIS IS WHERE YOU BELONG

# Southwest Wisconsin TECHNICAL COLLEGE

## College Transformational Excellence

- Removed technical barriers for improved student and staff experience with College services
- Cloud computing and increased mobile access to data and applications via smartphones and other digital devices and this service can be provided on a 24/7/365 availability
- Improved tracking of communication with students throughout the student experience lifecycle via the CRM capability of the new system
- Automatic disaster recovery protection because cloud solution provides backup configuration spread across more than one location thus ensuring business continuity and eliminating loss of data
- Improved online capabilities, eliminating continuance of paper documentation and redundant input of similar data into multiple databases
- Employee effort re-directed, especially in student services area, to provide more personal attention to student for needs other than regular business process activities
- Re-validated data definitions and incorporated into a data element dictionary for improved reporting with better data consistency and accuracy
- Increased business process data incorporated into a single database, providing easier access to the data to develop analytical reports/dashboards and other metrics
- Cloud-based systems increase the College's ability to take quicker advantage of vendor software enhancements
- Applied application updates, fixes and patches applied on routine basis so that system is always current

- Provided continuous on-demand availability of computer system resources
  especially scalable storage and computer power without direct active
  management of IT staff to accommodate both enrollment growth and
  expanded software capabilities
- Additional college security protections can be easily added to cloud solutions to increase protection of sensitive data
- Supported workforce programs, corporate training, and continuing education programs all integrated into the same database as the credit programs, thus easing enrollment management of students taking credit and non-credit courses concurrently
- Eliminated a multi-server farm on premise which must be managed, and updated and/or replaced periodically
- Cloud-based solution eliminates space and utility capital and operating expenses as well as reducing the College's carbon footprint
- Allows IT staff resources to be re-directed to other on-premise application systems, the network and infrastructure, as well as planning and implementation efforts
- Housed the Cloud-based solution in an ISO compliant data center which meet highly secure baseline protection standards that include authentication, access control and encryption
- Traditional daily routine system backup tasks by IT staff eliminated with cloud solution allowing IT staff to be redirected to maintenance of other onpremise systems
- Provided improved interfaces between the College's Cloud-based system and other cloud and on-on-premise system





# #1 Goal of Implementing ERP: Deliver world-class student experience!

- Apply / register via mobile phone
- Easy / intuitive, state-of-the-art portals
- More timely and relevant communication
- A platform that can grow with the future







### Other Goals of Implementing ERP

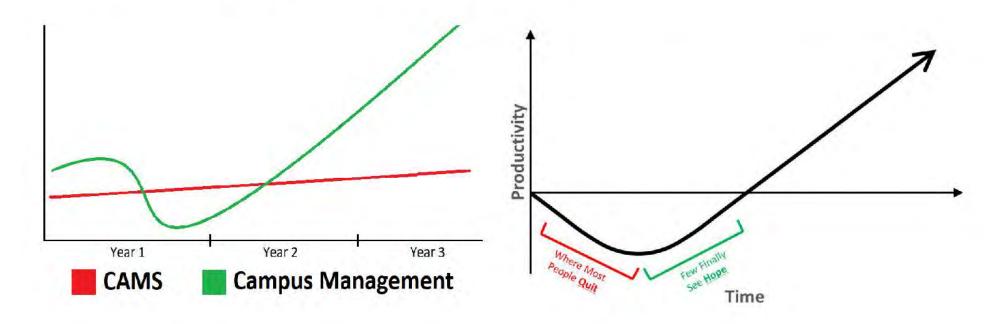
- Align institution to ensure student success
- Leverage technology to improve business value
- Automate business processes
- Align staff to value-added activities
- Enable better and faster data-driven decisions
- Ensure business continuity







### Realizing ERP Goals: The "J Curve"







### **Proposed KPIs**

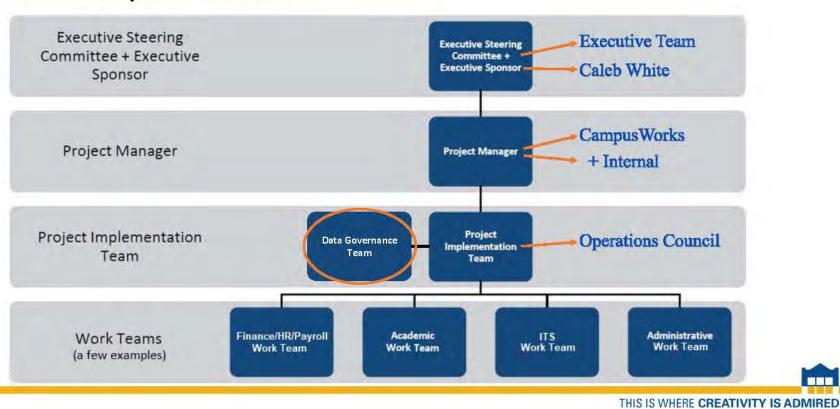
- Prospect to Applicant conversion rate: reduced time + increased number
- Enrollment Trends (Student FTE)
- \$\$\$ Savings
- Student Experience
- Outcomes-Based Funding





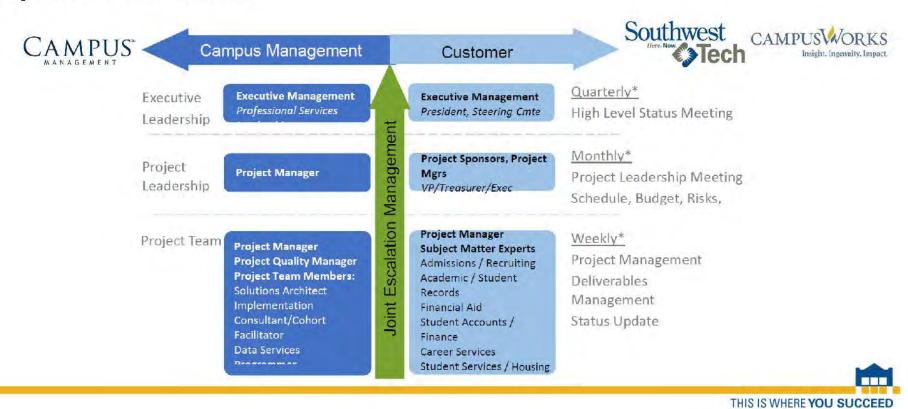


### Roles and Responsibilities



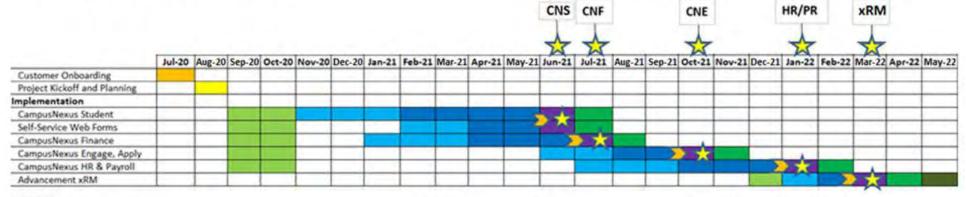


### **Project Governance**





### **Proposed Timeline**



#### LEGEND

Customer Onboarding	
Project Kickoff and Planning	
Define Phase	
Design Phase	
Configure Phase	
Deploy Phase	
Transition Phase	
Project Close-out	

CNS: CampusNexus Student

CNF: CampusNexus Finance

CNE: CampusNexus Engage, Apply, Succeed

HR/PR: CampusNexus HR & Payroll

xRM: Advancement xRM

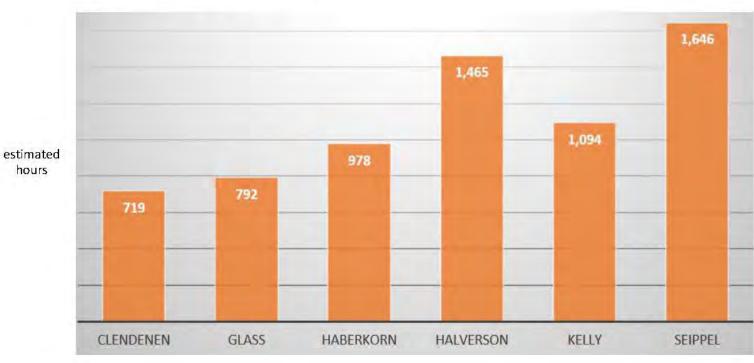
> User Acceptance Testing & GO/NO Decision

GO LIVE!





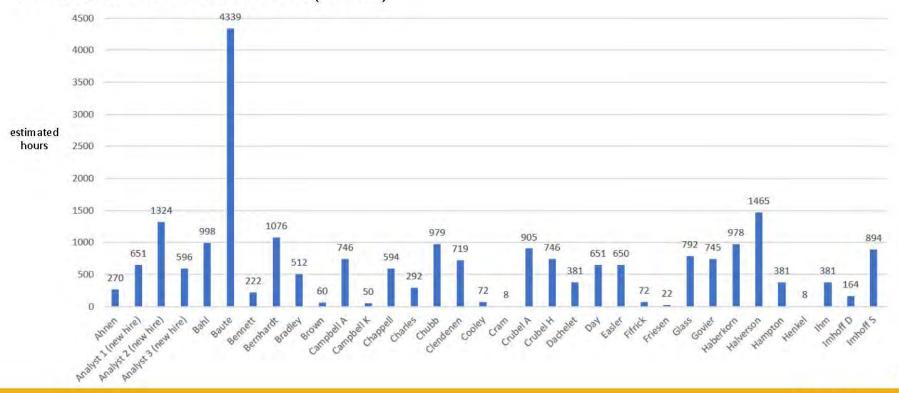
### **Module Owner Estimates**







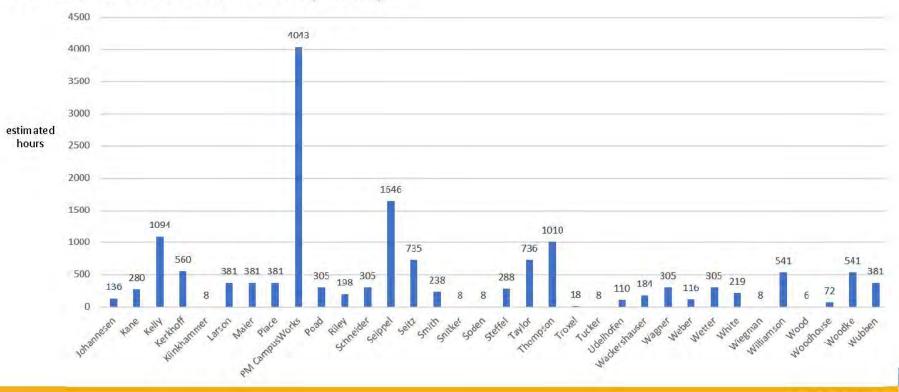
### Resource Estimates (1 of 2)



THIS IS WHERE YOU GROW



### Resource Estimates (2 of 2)



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### **Project Management**









### Project Management - CampusWorks Statement of Work

- Complete Readiness Tasks to Implement the New Administrative System
- Develop and Manage a Comprehensive Project Plan
- · Establish Project Teams
- · Test and Validate Business Processes
- Develop and Validate the Administrative System Environment
- · Develop a Governance Model
- Develop Change Management Strategies

- · Data Conversion Coordination
- Develop an Institutional Reporting Strategy
- · Training and Knowledge Transfer
- Develop a Support Model
- · Information Security Validation
- · Interface with Third-Party Products
- Develop Life Cycle Support for the New Administrative System
- Campus Wide Engagement



### **Next Steps**

- June 25: Board meeting / final approval
- June 26: Sign contracts (Campus Management / CampusWorks)
- July / August:
  - Project ramp-up / planning / onboarding
  - Start LTE / Student / FTE hiring process
- August 11: In-Service: College-wide kick-off
- September 8: Blueprinting begins (Define phase)







# College Transformational Excellence



- · Bruce Bleiman, VP Sales, East
- · Gayle Stipe, Regional Sales Manager
- · Jim Meyer, Sr. Project Manager
- · Jim Milton, Chief Executive Officer
- · Kelli Flynn, Project Manager
- Tom Guckenberg, Regional Delivery Director
- Tommy Guercio, VP Professional Services



- · Byron Sayres, Portfolio Director
- · Joe Rossmeier, VP Advisory Services
- · Liz Murphy, Chairman & Chief Evangelist





- · Caleb White
- · Connie Haberkorn
- CoraBeth Halverson
- · Danielle Seippel
- Heath Ahnen
- · Holly Clendenen
- Jake Mootz
- Katie Glass
- Kelly Kelly
- · Matthew Baute





# College Transformational Excellence

#### Recommendation:

- 1. Award contracts for an Enterprise Resource Planning System to Campus Management Corp, Boca Raton, Florida for implementation and related services in the amount of \$1,525,225 plus expenses and a 10-year contract for software subscription fees.
- 2. Award a contract for Project Management Services for ERP implementation to CampusWorks, Inc., Bradenton, Florida in the amount of \$700,000 plus expenses.





# College Transformational Excellence

# SWTC ERP Systems Costs

	Year 1	Year 2	Year 3	Year 4	Year 5	Total 5-Yr	Total 10-Yr
Software Fees - Estimated/Budget	400,000	400,000	400,000	400,000	400,000	2,000,000	4,000,000
Ellucian Original Proposal	427,759	457,540	469,586	484,993	500,773	2,340,651	5,079,083
Ellucian BAFO	189,819	447,329	458,300	482,598	497,237	2,075,283	4,794,379
CMC Original Proposal	411,347	398,127	410,071	422,373	435,044	2,076,962	4,455,961
CMC BAFO	319,779	303,833	308,390	313,016	317,711	1,562,729	3,300,103
CMC Negotiations	269,789	251,602	255,376	259,206	263,094	1,299,067	2,674,932
Implementation Services - Est/Budget	1,200,000	400,000				1,600,000	1,600,000
Ellucian Original Proposal	951,897					951,897	951,897
Ellucian BAFO	974,496					974,496	974,496
CMC Original Proposal	1,394,308					1,394,308	1,394,308
CMC BAFO	1,609,000					1,609,000	1,609,000
CMC Negotiations	1,525,225					1,525,225	1,525,225
Program Management Svcs Est/Budget	350,000	350,000				700,000	700,000
CWI Original Proposal	350,000	350,000				700,000	700,000
CWI BAFO	350,000	350,000				700,000	700,000
					Budget	4,300,000	6,300,000
			Ellucian	5 and 10	year cost	3,049,779	5,768,875
	Cam	pus Man	agement	5 and 10	year cost	2,824,292	4,200,157

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#### C. Project Management Services for ERP Implementation

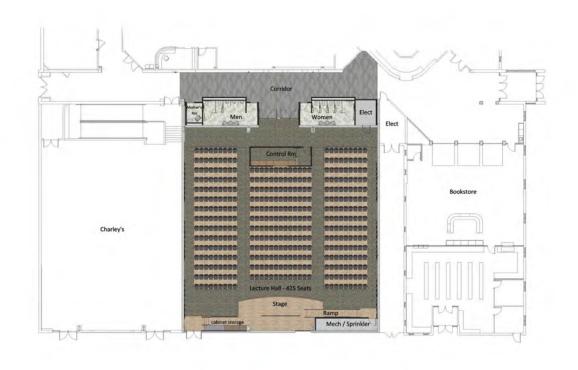
Administration proposes contracting with Campus Works, Inc. for project management services through the duration of the implementation of the ERP system.

<u>Recommendation:</u> Award a contract for Project Management Services for ERP implementation to CampusWorks, Inc., Bradenton, Florida in the amount of \$700,000 plus expenses.

#### D. WTCS Facilities Request: Auditorium

Administration previously brought to the Board a preliminary concept to remodel Room 413 into an auditorium. The College is ready to move forward with this project and must gain approval from the Wisconsin Technical College System. Dan Imhoff, Director of Facilities, will present the information included below.

**Recommendation:** Approve the resolution for the Auditorium remodel.





















Date: June 9, 2020

Project: **Building 400 New Lecture Hall - Conference Center** 

Southwest Wisconsin Technical College - Fennimore, WI

HSR 20006

	S quare Footage/Unit	Unit Price/ Line Item	Unit	Total
Building 400 New Lecture Hall - Conference Center				
Lecture Hall - Conference Center	6,640	\$195.09	SF	\$1,295,385
Demolition	6,640	\$1.50	SF	\$9,960
Main Entrance / Hallway - General Constr - walls/doors/glass	770	\$90.00	SF	\$69,300
Control Room - General Constr - walls/doors/glass	210	\$115.00	SF	\$24,150
Lecture Hall - General Constr - walls/doors/glass	4,890	\$75.00	SF	\$366,750
Stage / Ramp Area - General Constr - walls/doors/glass	770	\$125.00	SF	\$96,250
New Flooring - LVT under seats	3,275	\$12.50	SF	\$40,938
New Flooring - Carpet in main entrance/aisles/cntrl rm/front	2,595	\$10.50	SF	\$27,248
New Painting / Acoustical Diffuser Panels	6,640	\$10.00	SF	\$66,400
New Ceiling / Drywall Acoustical Panels	6,640	\$12.00	SF	\$79,680
New Lighting	6,640	\$8.50	SF	\$56,440
New HVAC - diffusers/ductwork/zone control	6,640	\$15.00	SF	\$99,600
Fire Protection Upgrades	6,640	\$3.00	SF	\$19,920
New Seating (425 seats)	425	\$275.00	SF	\$116,875
AV Systems Allowance	1	\$155,000.00	SF	\$155,000
Theatrical Lighting Allowance	- 1	\$50,000.00	SF	\$50,000
Mech/Sprinkler-Fire Protection Rm	135	\$125.00	SF	\$16,875
SUBTOTAL				\$1,295,385
Contingency @ 5.00%				\$64,769
TOTAL				\$1,360,154
A/E Fees @ 9.00%	4 ( -1			\$123,406
Miscellaneous Costs				\$2,750
Printing	\$250	I -0		
Agency Review	\$2,500			
CONSTRUCTION TOTAL				\$1,486,310

Alternate #1	S quare Footage/Unit	Unit Price/ Line Item	Unit	Total
Toilet Rooms + Mother's Rm + Main Hallway Remodeling				
Toilet Rooms Remodeling	520	\$304.50	SF	\$158,340
Demolition	520	\$7.50	SF	\$3,900
General Construction - walls/doors/glass	520	\$155.00	SF	\$80,600
New Flooring	520	\$25.00	SF	\$13,000
New Painting / Wall Tile	520	\$15.00	SF	\$7,800

New Ceiling/Grid - soffits	520	\$12.00	SF	\$6,240
New Electrical / Lighting	520	\$15.00	SF	\$7,80
New HVAC - diffusers/ductwork/zone control	520	\$25.00	SF	\$13,000
New Plumbing/Fire Protection Upgrades	520	\$50.00	SF	\$26,000
Mother's Rm Remodeling	65	\$229.50	SF	\$14,918
Demolition	65	\$7.50	SF	\$488
General Construction - walls/doors/glass	65	\$155.00	SF	\$10,075
New Flooring	65	\$15.00	SF	\$975
New Painting	65	\$5.00	SF	\$325
New Celling/Grid - soffits	65	\$12.00	SF	\$780
New Electrical / Lighting	65	\$15.00	SF	\$975
New HVAC - diffusers/ductwork/zone control	65	\$15.00	SF	\$975
New Plumbing/Fire Protection Upgrades	65	\$5.00	SF	\$325
Main Hallway Remodeling	1,085	\$68.00	SF	\$73,780
Demolition	1,085	\$3,00	SF	\$3,255
General Construction - walls/doors/glass	1,085	\$10.00	SF	\$10,850
New Flooring	1,085	\$15.00	SF	\$16,275
New Painting	1,085	\$5.00	SF	\$5,425
New Ceiling/Grid - soffits	1,085	\$12.00	SF	\$13,020
New Electrical / Lighting	1,085	\$15.00	SF	\$16,275
New HVAC - diffusers/ductwork/zone control	1,085	\$5.00	SF	\$5,425
New Plumbing/Fire Protection Upgrades	1,085	\$3,00	SF	\$3,255
SUBTOTAL				\$247,038
Contingency @ 5.00%				\$12,352
TOTAL				\$259,389
A/E Fees @ 7,75%	- 1		of the	\$16,106
Miscellaneous Costs				\$625
Printing	\$125		- 11	
Agency Review	\$500	- 3	13	
CONSTRUCTION TOTAL			7 1	\$276.420
CONSTRUCTION TOTAL				\$276,120



# RESOLUTION OF THE SOUTHWEST WISCONSIN TECHNICAL COLLEGE BOARD

WHEREAS, Southwest Wisconsin Technical College has statutory authority to renovate an existing facility, and

WHEREAS, Southwest Wisconsin Technical College has recognized the need to renovate space near the front entrance of the College in order to create an auditorium capable of seating in excess of 400 people as part of the College's 10-year master facilities plan, and

WHEREAS, Southwest Wisconsin Technical College has recognized the need to renovate space near the front entrance of the College in order to meet the needs for large gatherings and events unique to the current functionality on campus as part of the College's 10-year master facilities plan, and

WHEREAS, Southwest Wisconsin Technical College has considered contracting the design and renovation of the proposed remodel areas of the college campus, Fennimore, Wisconsin, to HSR Associates, and

WHEREAS, Southwest Wisconsin Technical College has the ability to fund the renovation project via capital funds obtained through tax levy,

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board approves contracting for the design and renovation of room 413 near the main entrance to the College campus, Fennimore, Wisconsin, to provide an auditorium.

Adopted and recorded this 25<sup>th</sup> day of June, 2020.

	Charles J. Bolstad Chairperson	
ATTEST:		
Donald L. Tuescher		

## **Board Monitoring of College Effectiveness**

### A. College Culture Monitoring Report

Krista Weber, Chief Human Resources Officer, will present a summary of the College Council Board Monitoring Report. The report is included below.

College Council: Culture of Accountability - June 2020

#### **EXECUTIVE SUMMARY**

#### Alignment with Mission, Vision, Values, and Purposes

It is the College Council's responsibility to enhance a culture of accountability at the college.
 We value our employees and want to provide support and resources that can help them do
their best work. Our employees put students first and provide them with opportunities for
success. By working collaboratively throughout the college, we have developed workgroups
and project teams that drive culture efforts.

#### Alignment with Strategic Directions

The College Council 2019-2020 health indicators of investing in leadership development and
performance management align with our strategic direction of strengthening accountability.
The College Council selects projects based on issues identified in our employee survey
results. We also use these results to collect data for measuring our progress toward the
strategic directions.

#### Navigating 2020

The college navigated the challenges of the COVID virus, economic uncertainty and social turmoil while maintaining a focus to better serve our students, employers, and our communities. Many past culture initiatives and activities prepared the college for these crisis including:

- Updating HR/Benefit policies such as the Telecommuting policy and adding telemedicine (remote medical services).
- Implementing coaching sessions for a stronger supervisor/employee relationship.
- Introducing foundational trainings on The Speed of Trust, The Five Dysfunctions of a Team, and Unconscious Bias; train the trainer program allowed for flexibility in remote delivery

As we learn and grow through these experiences, we will continue to make adjustments to improve and move culture efforts forward in alignment with our college values and strategic directions.

#### RECOGNIZING AND VALUING PEOPLE

#### College Council Team Members:

Krista Weber and Josh Bedward (19/20 co-chairs), Darnell Wiegman, Doris Pulvermacher, Katie Glass, Mike Steffel, Lisa P. Riley, Ken Bartz, Sherri Seitz, Kim Schmelz, Jenna Taylor, Dave Birkelo, Heather Swatek, New College Council Member 2019-2020: Natalie Long

#### College Council Workgroups:

Diversity, Internal Communication, Wellness, Professional Development, Culture

#### **Human Resource and Process Improvement Department Members:**

Annetta Smith, Connie Haberkorn, Doris Pulvermacher, Megan Graney

Page 1 of 10

College Council: Culture of Accountability - June 2020

#### STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

The College Council 2019-2020 roadmap projects of *Professional and Leadership Development*, *Performance Management Phase 2, and Affirmative Action* were implemented with the goals of providing opportunities for supervisors to address competence and character formally; and create a strategic plan to develop leaders within our campus community. Please note there were also project goals tied to the Employee Satisfaction Survey; however, due to COVID-19 it was determined we would delay the survey timeline. We are working to set a new date in Fall.

#### College Council Roadmap Projects:

#### Project #1 - Professional and Leadership Development

Leads: Connie Haberkorn and Pam Bartels

Team Members: Karen Campbell, Brian Waldner, Louise Bradley, Heather Swatek, Heather Day, Heather Fifrick

#### Goals:

- · Develop and implement a systematic plan for ongoing leadership development
- Increase EE Satisfaction Survey related benefit question from 4.04 to 4.10 (out of 5)

#### 2020 Result:

- A succession planning recommendation has been forwarded to the Executive Team for review.
- Leadership courses were offered in Fall 2019 and Spring 2020.
- Internal Train-the-Trainers prepared to teach our leadership trainings. This included:
  - 5 Choices to Extraordinary Productivity Dennis Cooley, Barb Tucker, Sara Biese
    - o 6 Critical Practices for Leading a Team Kim Maier, Ken Bartz
  - 7 Habits of Highly Effective People Jenna Taylor, Chris Bowers
    - Project Management Mandy Henkel, Holly Crubel
  - Meeting Advantage Amy Campbell, Josh Bedward

	6 Critical Practices for Leading a Team	5 Choices to Extraordinary Productivity	7 Habits of Highly Effective People	Project Management	Meeting Advantage
Spring 2020	9	10	15	17	12
Fall 2019	12	10	17	26	26
Total	21	20	32	43	38

College Council: Culture of Accountability - June 2020

#### STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE, CONTINUED.

#### Project #2 - Performance Management Phase 2

Leads: Krista Weber and Josh Bedward

Team Members: Jordyn Poad, Jennifer Lame, Joe Randall, Deb Ihm, Cynde Larsen, Jacki Schultz-Sloan, Annetta Smith, John Troxel, Caleb White

Performance management will allow supervisors to address competence or character formally. There is currently no opportunity to increase compensation through performance. Compensation tied to merit will reward employees that perform well and live our values.

#### Goals:

- Staff and supervisors are trained on performance management to ensure successful implementation.
- Collect and analyze feedback and make adjustments to the Performance Management Tool
- Creation of a process to tie compensation to performance management results.

#### 2020 Result:

- Performance Evaluations implemented in Spring 2019
- Surveyed supervisors and employees seeking feedback; made changes based on feedback including:
  - Changed the point scale
  - Revised performance levels and definitions to exceptional, successful and needs improvement
- Finalized training plan on Giving and Receiving Feedback and Performance Management
  - Supervisor Training (Introductory) April '19
  - Supervisor Training February '20
  - Employee Training May '20 (Virtual)
- Developed compensation plan for sliding scale –flexible and sustainable
- Board approved the performance management compensation plan in February 2020

#### Project #3 - Affirmative Action Planning

We are working on completion of an Affirmative Action Plan for the next 5 years (2019-2024). Initiatives are based on identification of problem areas and plans for improvement. It aligns with current initiatives and will expand on grant activities. A few highlighted initiatives include:

- 1) Recruiting and Retention Efforts for Members of the Hispanic Population
- 2) Cultural Awareness/Diversity Inclusion will include Employee and Student Efforts
- 3) College Readiness Expanded Options
- 4) Disability Initiatives will include Employee and Student Efforts
- 5) Charge Forward Program
- 6) Unconscious Bias Training

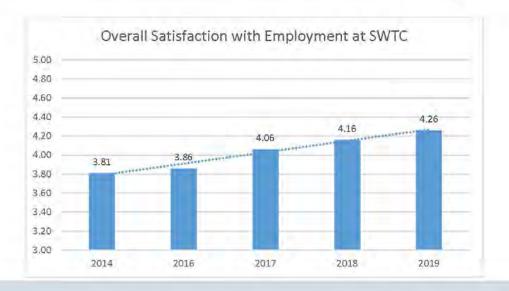
College Council: Culture of Accountability - June 2020

#### PRESENTATION OF THE DATA

#### **Employee Satisfaction Survey Results 2018-2019**

We engage Ruffalo Noel Levitz to conduct an Employee Satisfaction Survey on a bi-annual basis. In the "off" years, we conduct an Employee Satisfaction Mini-Survey to check on our progress in meeting our strategic initiatives. The message comes from HR but the effort is led by Mandy Henkel. Our last mini-survey was sent out in April 2019 and the overall results are below. Please note that there were also 2019-2020 project goals tied to the Employee Satisfaction Survey; however, due to COVID-19 it was determined we would delay the survey timeline. We are working to set a new date for the survey in 2020-2021.

College Council Employee Satisfaction Survey Goals & Results						
Develop Leaders	Apr-18	Goal	Apr-19			
I have adequate opportunities for training to improve my skills	3.81	3.85	4.04			
Performance Management	Apr-18	Goal	Apr-19			
lam paid fairly for the work I do.	3,53	3.70	3.83			
I am comfortable giving honest feedback to my peers, colleagues, and supervisor.	3.58	3.76	3.77			
My supervisor helps me improve my job performance.	3.92	4.10	3.95			
Employee Health and Wellness	Apr-18	Goal	TBD Apr-			
Benefit question	3.99	4.10				



Page 4 of 10

College Council: Culture of Accountability – June 2020

#### PRESENTATION OF THE DATA, CONTINUED

#### Employee Data 2019-2020

The Retention Rate for 2018-2019 was 95% with a target goal of 95% for 2019-2020. We achieved that target with a 96.1% Retention Rate (3.9% Turnover Rate).

Total All Employees	179
Full Time Regular	170
Part Time Regular	6
Faculty Masters	34
Faculty BS	24
Faculty Advanced Salary	12
Exempt Staff	53
Support Staff	53
W2's	
W-2 Forms Sent Out	590
NEW HIRES	
New Hires	14
New Hires - Part-Time	2
Total New Hires	16
TERMINATIONS	
#Terms due to Resignation/Termination	7
#Terms due to Layoffs/LTE position ending	4
# Terms due to Retirement	3
#Total Terms (including all)	14
Turnover Rate (including all)	7.80%
Turnover Rate (not including Layoffs or Retirements)	3.90%
Retention Rate	96.10%

College Council: Culture of Accountability – June 2020

#### Grants 2019-2020

It is important for the College to recognize grant opportunities to initiate, support and expand programs and training. HR currently manages two grants:

- Department of Workforce Development (DWD) Grant deadline extended to 12/31/2020
- Wisconsin Technical College System (WTCS) Professional Development Grant

#### Professional Development Offerings 2019-2020

We utilize the WTCS Professional Development Grant and our own instructors as much as possible to keep costs low and our topics timely and relevant. The May Learning Academy was entirely virtual. Kudos to our instructors for making the transition so smooth. Feedback was excellent.

Name of Event	Date of Event	Audience	Delivered by:
Learning Academy - August 2019			
FQAS - Teaching Methods	08/07/19 & 08/08/19	Instructors	Karyl Nicholson
Instructional Vitality	08/12/19	Instructors	Assessment Work Group
In-service Faculty Development Activity	08/13/19 08/13/19	All staff in-service instructors	
Schoology Online Learning Sessions	08/14/19	Instructors	Alternative Delivery Staff
Curriculum Work - Program Modifications	08/14/19	All staff	Denise Janssen
457 Deferred Comp	08/14/19	All staff	Alicia Stingley
Data Summits	08/14/19	All staff	Mandy Henkel
Housing Tours	08/14/19	All staff	Stephanie Brown
ERP Steering Committee	08/15/19	All staff	Matthew Baute
Wellness Poker Walk	08/15/19	All staff	Wellness Workgroup
Schoology Online Learning Sessions	08/15/19	Instructors	Alternative Delivery Staff
FQAS - Course Design Speed of Trust	08/15/19 08/15/19	Instructors All staff	Annette Biggin Dan Imhoff & Cynde Larsen
Event Planning Page/College Calendars	08/16/19	All staff	Doris Pulvermaher
Welcome Day	08/16/19	All staff	Robin Hamel

# Board Monitoring Report College Council: Oulture of Accountability – June 2020

Learning Academy - January 2020 Creative Classroom Techniques	01/06/20	All staff	Connor Zingarelli
Conflict Resolution	01/06/20	All staff	Jim Jelinske
Orange Frog	01/07/20	All staff in-service	Devin Hughes, International Though Leaders
Bullet Journaling	01/08/20	All staff	Tamara Griesel & Chris Bowers
Schoology Tips & Tricks	01/08/20	All staff	Alternative Delivery Staff
Schoology Work Time	01/08/20	All staff	Alternative Delivery Staff
Drug Recognition	01/08/20	All staff	Mark Schwartz
FQAS - Student Success	01/08/20	All staff	Melissa Klinkhammer
Building Community in your Online, Blended, & F2F Courses	01/09/20	All staff	Alternative Delivery Staff
Assignment Feedback Techniques	01/09/20	All staff	Alternative Delivery Staff
Creating an ADA Compliant Online Classroom	01/09/20	All staff	Alternative Delivery Staff
Excel II - Making Your Work Easier	01/09/20	All staff	Lisa Riley
FQAS - Data & Evidence	01/09/20	All staff	Mandy Henkel
Drug Recognition	01/09/20	All staff	Mark Schwarz
Self Defense	01/10/20	All staff	Justin McLimans
Trauma Informed Care	01/10/20	All staff	Amber McKelvey
Learning Academy - May 2020	(Virtual)		
FQAS Embracing Diversity	05/18/20	All staff	Chantel Hampton
Help with Everything	05/18/20	All staff	Assesment Workgroup
FQAS Behavioral Mangement	05/18/20	All staff	Lisa P Riley
Ask the WIDzards	05/18/20	All staff	Denise Janssen and Lisa Riley
Teaching and Learning in the Online World - Maria, Vicky, and Jenna	05/18/20	All staff	Maria Kindrai, Vicky Rundle, Jenna Taylor
Credit for Prior Learning	05/19/20	All staff	Louise Bradley
FQAS Data & Evidence	05/19/20	All staff	Mandy Henkel & Lisa Riley
Teaching and Learning in the Online World - Jamie, Joe, Justin	05/19/20	All staff	Jamie Horsfall, Justin Rounds, Joe Randall
Alternative Delivery - Increasing Interaction and Engagement, Publisher Tools, Schoology Integration Tools	05/20/20	All staff	Josh Krohn, Ken Bartz, Tamara Griesel, Betsy Tollefson, Beth Cummins
Orange Frog - Falling Up	05/20/20	All staff	Kim Scmelz & Katie Glass
Giving and Receiving Feedback	05/20/20	All staff	Josh Bedward & Krista Weber
Schoology Cafe	05/21/20	All staff	Josh Krohn & Beth Cummins
Meeting Advantage	05/21/20	All staff	Josh Bedward & Amy Campbell
Transitioning a hands on program to	05/21/20	All staff	Beth Whitish & Josh Krohn
online Giving and Receiving Feedback	05/21/20	All staff	Josh Bedward & Krista Weber/Kate Adametz-Jenkins
			Addition of the second
Zoom Phase II	05/22/20	All staff	Josh Krohn & Jake Weinkes

College Council: Culture of Accountability - June 2020

#### HIGHLIGHTS 2019-2020

#### Orange Frog Training

Orange Frog training was held on January 7, 2020 at an all-staff in-service. Orange Frog is based on the Happiness Advantage book by Shawn Achor and is about creating a happier, more productive, more satisfying life and workplace. When a positive or "orange" approach is adapted, personal satisfaction and productivity increase and the results start to ripple out to the others. This training provided a strong foundation for the challenges we faced. This effort is led by Kim Schmelz, Katie Glass, and Connie Haberkorn and has included the following activities:

- presenting related material at training sessions during May Learning Academy
- sending cards out to spread "orange" (happiness); giving gifts such as orange slices, masks, cookies etc. with orange notes
- creating 21 day challenge to start one new habit that sparks "orange".
- including Orange Frog concepts into syllabi and in the classroom
- incorporating Orange Frog into coaching sessions with a new and improved look

#### Respect Pledge

The Diversity Workgroup worked collaboratively across the college to create the Charger Respect Pledge and started the campaign to get signatures from students and staff in January 2020. We have now committed to finding ways to strengthen our commitment to the Chargers Respect Pledge.



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#### Charger Cooperative Network

The Charger Cooperative Network was created as a way for us to coordinate the actions many employees were taking in response to the COVID crisis situation – to help us lessen the impacts on our students, employees, and communities. The intent of these efforts was to maximize college resources, demonstrate leadership in our communities, and empower our employees to identify areas where we can provide solutions. Projects included in the network:

- SWTC Media Channel
- Food Pantry Deliveries
- Operation Spark Spreading positivity in challenging times
- Health Care Facility Deliveries
- Employee Care Campaign
- Homeschool, Charger Style Over 30 children from 17 families learning from tutors (Basic Education Instructors).
- Student Calling Campaign 1248 students called between March 19 and April 20, referrals made to advisors, financial aid, grants, ITS, Foundation, Pantry
- Self-Care Campaign Providing wellness and mental health education for students and staff
- Mask Project newest project to make or donate masks to students

#### STRENGTHS

- The College Council has strong representation across the college.
- Josh Bedward has started his new role as College Council co-chair.
- Connie Haberkorn is taking on more responsibility and will manage the daily operations in Human Resources and Payroll effective July 1.
- The WTCS professional development grant can support training and development efforts.
- With strong current employee satisfaction and retention numbers, we can build on that strong base for the future.
- · Project flow and completion has a history of being strong
- Key foundational trainings have been a positive during a time of crisis. We are all rowing the same direction.
- Instructors pivoted to provide online and remote training options quickly. HR is also recruiting/hiring/onboarding remotely.

#### WEAKNESSES/OPPORTUNITIES

- Without Employee Satisfaction Survey data, we don't know the impact of our projects
- Communication is and will remain a continuous improvement item (ex. report-outs)
- We need to find more ways for employees to give and receive honest feedback.
- Focusing on accountability in a remote environment can be challenging

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 The last few months have been tough for many, we need to prepare employees for more changes and find ways to strengthen mental health and wellness.

#### 20-21 STRATEGIC INITIATIVES/COUNCIL PROJECTS

#### Develop Leaders/Succession Planning for Leadership Council

Making leadership development and succession planning at the college a systematic process

#### Manage the Charger Cooperative Network

· Provide oversight for the sustainability of current projects and development of new projects

#### Enhance Employee Engagement through Diversity, Equity and Inclusion

- Incorporate the Respect Pledge into daily college operations and culture
- Increase authentic diversity/inclusion experiences for students and employees
- Develop and hire a Diversity Coordinator position to bring expertise to the college for further training and to provide additional resources to diverse student and faculty/staff populations.
- Analyzing the data from our student and employee campus climate diversity and inclusivity survey to determine specific opportunities for improvement in conjunction with our Affirmative Action and Equal Opportunity plan as ways to deconstruct built-in biases and create a more welcoming and accepting culture of respect and inclusivity.

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### B. Staffing Update

Krista Weber will provide an update on College staffing. A summary is available below.

Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1 Replacement - Tim Evans	Café Food Service Worker	Re-evaluating	10/1/2019	Hourly Band A12 \$15.61 - \$18.73
2 Replacement - Kendrick Henkel	Evening Custodian	William Murray	7/8/2019	Hourly Band A12 \$15.61 - \$18.73 Hired at \$15.61/hour
3 Replacement - Dave Markin	Maintenance - Carpenter	Andy Reynolds	7/8/2019	Hourly Band A13 \$16.42 - \$19.70 Hired at \$18.44/hour
4 Replacement - Charles Herbers	IT Support Specialist	Tyler Horton	7/9/2019	Hourly Band C42 \$23.46 - \$32.84 Hired at \$25.25/hour
5 Replacement - Mary Schmitz	Administrative Assistant - Facilities	Nicole Nelson	7/22/2019	Hourly Band B22 \$18.26 - \$23.74 Hired at \$20.00/hour
6 Replacement - JoEllen Taylor	Child Care Lab Assistant	Gina Kartman	8/1/2019	Hourly Band B21 \$17.15 - \$22,30 Hired at \$18.40/hour

Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
7 New Position	Graphic & Web Design Instructor/Marketing Specialist	Erin Kerkhoff	7/15/2019	BS \$48,304 - \$76,805 (\$23.22 - \$36.93) Hired at \$60,000
8 New Position	Farm Operations & Mechanics Instructor	Dan Kieffer	11/11/2019	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768 Hired at \$55,000
9 Replacement/New Position - Brian Kitelinger/Asst with added section	Electrical Power Distribution Lab Assistant	Jan Portwine	8/19/2019	Hourly Band B21 \$17.51 - \$22.30 Hired \$21.00/hour
10 New Position	Revised to Grant Manager Assistant (Tech Hire IMPACT Grant Assistant) - Part-time	Madison Cooper	9/4/2019	Hourly Band B24 \$20.75 - \$26.98 Hired at \$21.00/hour
11 New Position	Assistant Recruiter - 2	Kaye Woodke & Brianna Hartman	10/16/2019	Hourly Band B21 \$17.15 - \$22.30 Hired at \$21.00
12 Replacement for Brian Molini	Academic Success Coach - 75% Limited Term	Matthew Cram	8/19/2019	Hourly Band A24 \$20.32 - \$26.41 Hired at \$25.50/hour

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
4.1	Replacement for Sue Crouch	Academic Resources Specialist	Natalie Long	8/19/2019	Hourly Band B31 \$20.75 - \$26.98 Hired at \$26.00/hour
14	Replacement for Gina Kartman	Child Care Lab Aide (Part- time, 27 hrs/week)	Amber Adney	8/26/2019	Hourly Band A21 \$15.61 - \$18.73 Hired at \$15.61/hour
15	New Position	Child Care Lab Aide (Part-time 30 hrs/week)	Jordan Streeter	9/3/2019	Hourly Band A21 \$15.61 - \$18.73 Hired at \$15.61/hour
16	Replacement for Sherry Devries	Midwifery Instructor	Vicki Hedley	1/6/2020	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768 Hired at \$64,000
	Replacement for Steve Elliott (Internal Posting)	Day Maintenance Worker	Ben Neuroth		Hourly Band A13 \$16.77 - \$20.12 Starting Wage: \$18.31
-	Replacement for Ben Neuroth (Internal)	Lead Evening Custodian	Tim Lyne		Hourly Band A13 \$16.77 - \$20.12 Starting Wage; \$18.00

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
19	Replacement for Tim Lyne	Evening Custodian	Dustin Farrey		Hourly Band A12 \$15.61 - \$18.73 Hired at \$15.61/hour
20	Replacement for Amy Loy	Data Analyst	Camille Chappell		Salary Band C42 \$48,795 -\$68,313 Hired at \$50,980.80
21	New Position	Midwifery Clinical Site Coordinator - (LTE- ending 5/31/2020 - 10 hours/week)	Diane Holmes		Hourly Band B24 \$20.75 - \$26.98 Hired at \$22.00/hour
22	New Position	Child Care Aide (LTE - ending 5/15/2020 12-15 hours/week)	On hold	3/1/2020	Hourly - \$12.07
27	New Position	Midwifery Program Coordinator (Part-time)	Posted	The second secon	Hourly Band B24 \$20.75 -\$26.98
24	Replacement - Camille Chappel	Financial Aid Assistant/Accounting Bursar	Stephanie Bernhardt	The second secon	Hourly Band B22 \$18.22 – \$23.74 Hired at \$19.75

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
25	Replacement - Connor Blaschke	Evening Custodian	Nelson NeCollins		Hourly Range A12 \$15.61 - \$18.73 Hired at \$16.25
26	Replacement - Margie Billings	Evening Custodian	Jared Kjos		Hourly Range A12 \$15.61 - \$18.73 Hired at \$15.61

### Information and Correspondence

### A. Enrollment Report

The 2019-20 Comparison FTE Report and the 2020-21 Comparison FTE Report are available below. Also included are the PowerPoint slides showing the recruitment metrics.

### 2019-20 Comparison FTE Report

So	uthwest Tech	2018	8-2019 a	nd 2019-	2020 FTE	Compar	ison_
Program		06-17-19	06-15-20	Student	06-17-19	06-15-20	FTE
Code	Program Title	Students	Students	Change	FTE	FTE	Change
10-101-1	Accounting	25	48	23	17.33	35.90	18.57
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	20	14	(6)	18.97	14.20	(4.77)
10-006-5	Agribusiness Science & Technology - Agronomy	13	16	3	12.63	17.57	4.93
10-006-6	Agribusiness Science & Technology - Animal Science	30	28	(2)	27.27	28.13	0.87
10-102-3	Business Management	135	134	(1)	88.27	84.70	(3.57)
10-530-5	Cancer Information Management	97	94	(3)	50.87	50.10	(0.77)
10-504-5	Criminal Justice Studies	54	46	(8)	42.23	37.23	(5.00)
10-316-1	Culinary Arts	11	. 5	(6)	7.13	2.27	(4.87)
10-317-1	Culinary Management	7	6	(1)	5.63	5.30	(0.33)
10-510-6	Direct Entry Midwife	60	77	17	23.60	31.83	8.23
10-307-1	Early Childhood Education	57	45	(12)	42.27	31.63	(10.63)
10-620-1	Electro-Mechanical Technology	36	34	(2)	32.83	32.37	(0.47)
10-325-1	Golf Course Management	24	18	(6)	20.47	14.63	(5.83)
10-201-2	Graphic And Web Design	31	. 26	(5)	25.50	18.63	(6.87)
10-530-1	Health Information Technology	45	53	8	24.87	25.37	0.50
10-520-3	Human Services Associate	38	42	4	27.70	31.63	3.93
10-825-1	Individualized Technical Studies	1	. 4	3	0.10	3.27	3.17
10-620-3	Instrumentation and Controls Technology	7	7	-	5.70	4.27	(1.43)
10-150-2	IT-Network Specialist	44	26	(18)	29.53	15.70	(13.83)

Program		06-17-19	06-15-20	Student	06-17-19	06-15-20	FTE
Code	Program Title	Students	Students	Change	FTE	FTE	Change
10-196-1	Leadership Development	34	24	(10)	16.20	11.23	(4.97)
10-513-1	Medical Laboratory Technician	19	21	2	13.30	16.37	3.07
10-543-1	Nursing-Associate Degree	202	209	7	106.90	107.23	0.33
10-524-1	Physical Therapist Assistant	44	40	(4)	28.67	24.07	(4.60)
10-182-1	Supply Chain Management	41	44	3	22.03	25.43	3.40
	Total Associate Degree	1,075	1,061	(14)	690.00	669.07	(20.93)
31-101-1	Accounting Assistant	8	9	1	4.10	4.63	0.53
30-531-6	Advanced EMT	8	10	2	2.27	1.33	(0.93)
32-070-1	Agricultural Power & Equipment Technician	33	34	1	31.07	32.10	1.03
31-405-1	Auto Collision Repair & Refinish Technician	14	11	(3)	9.97	5.87	(4.10)
32-404-2	Automotive Technician	33	27	(6)	26.43	24.30	(2.13)
31-408-1	Bricklaying & Masonry		3	3		1.33	1.33
30-443-1	Building Maintenance & Construction	6	3	(3)	2.30	0.70	(1.60)
31-475-1	Building Trades-Carpentry	8	11	3	6.83	9.27	2.43
31-307-1	Child Care Services	10	9	(1)	6.30	4.73	(1.57)
30-420-2	CNC Machine Operator/Programmer	6	8	2	4.97	7.97	3.00
31-502-1	Cosmetology	26	29	3	21.90	19.83	(2.07)
30-504-2	Criminal Justice-Law Enforcement 720 Academy	13	17	4	8.73	12.23	3.50
31-317-1	Culinary Specialist	3	3	-	2.00	1.47	(0.53)
30-508-2	Dental Assistant	17	16	(1)	8.97	8.87	(0.10)
30-812-1	Driver and Safety Education Certification	14	26	12	3.40	5.80	2.40
31-413-2	Electrical Power Distribution	24	45	21	24.47	43.87	19.40
50-413-2	Electricity (Construction) Apprentice	22	19	(3)	2.93	2.47	(0.47)
30-531-3	Emergency Medical Technician	37	51	14	9.07	7.90	(1.17)
32-080-4	Farm Operations & Management - Ag Mechanics	4	2	(2)	4.13	1.67	(2.47)
31-080-6	Farm Operations & Management - Crop Operations	3	2	(1)	1.07	0.37	(0.70)
32-080-3	Farm Operations & Management - Dairy	13	17	4	13.33	16.10	2.77
31-080-3	Farm Operations & Management - Dairy Technician	7	4	(3)	4.93	1.73	(3.20)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	10	11	1	8.17	3.40	(4.77)
32-080-6	Farm Operations & Management - Livestock		1	1		0.93	0.93
31-080-7	Farm Operations & Management - Livestock Tech	3	3	-	2.90	1.70	(1.20)
30-317-1	Food Production Assistant	1		(1)	1.03		(1.03)

Program Code	Program Title	06-17-19 Students	06-15-20 Students		06-17-19 FTE	06-15-20 FTE	FTE Change
50-413-1	Industrial Electrician Apprentice	5 Students			0.67	1.40	0.73
31-620-1	Industrial Mechanic	2	5	3	1.83	4.53	2.70
	IT-Computer Support Technician	12	23	11	6.93	16.90	9.97
31-154-6	Laboratory Science Technician	4	4	11	2.30	2.13	(0.17)
50-620-1	Mechatronics Technician Apprentice	8	6	(2)	1.93	1.60	(0.17)
31-509-1	Medical Assistant	38	33	(2) (5)	28.57	24.57	(4.00)
31-509-1	Medical Coding Specialist	64	65		29.00	30.97	1.97
30-504-4	Nail Technician	04	2	2	29.00	0.37	0.37
30-504-4	Nursing Assistant	243	198	(45)	34.90	26.77	(8.13)
50-427-5	Plumbing Apprentice	243	20		34.90	3.52	0.23
31-504-5	Security Operations	1	20	(6) 1	1.00	1.20	0.23
31-304-3	Supply Chain Assistant	5	3	(2)	2.87	0.37	(2.50)
31-442-1	Welding	50		1 1			` '
31-442-1	weiding		46	(4)	35.00	31.63	(3.37)
	Total Technical Diploma	781	786	5	359.55	366.52	6.97
20-800-1	Liberal Arts - Associate of Arts	23	24	1	8.57	8.50	(0.07)
20-800-2	Liberal Arts - Associate of Science	13	9	(4)	4.87	4.73	(0.13)
	Undeclared Majors	486	558	72	96.50	98.57	2.07
	Total Liberal Arts & Undeclared Majors	522	591	69	109.93	111.80	1.87
	Total	2,378	2,438	60	1,159.48	1,147.38	(12.10)
	Percent of Change						-1.04%
	Vocational Adult (Aid Codes 42-47)	3,138	3,040	(98)	65.13	63.54	(1.59)
	Community Services (Aid Code 60)	28	-	(28)	0.41	-	(0.41)
	Basic Skills (Aid Codes 73,74,75,76)	320	314	(6)	47.33	41.40	(5.93)
	Basic Skills (Aid Codes 77 & 78)	886	803	(83)	61.17	45.27	(15.90)
	Grand Total	6,750	6,595	(155)	1,333.52	1,297.59	(35.93)
	Total Percent of Change						- <u>2.69</u> %

# 2020-21 Comparison FTE Report

So	uthwest Tech	2019	-2020 aı	nd 2020-:	2021 FTE	Compar	ison
Program	Title How.	06-17-19	06-15-20	Student	06-17-19	06-15-20	FTE
Code	Program Title	Students	Students	Change	FTE	FTE	Change
10-101-1	Accounting	38	46	8	16.47	21.77	5.30
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	15	7	(8)	8.30	2.87	(5.43)
10-006-5	Agribusiness Science & Technology - Agronomy	14	17	3	7.37	9.93	2.57
10-006-6	Agribusiness Science & Technology - Animal Science	27	12	(15)	16.30	6.43	(9.87)
10-102-3	Business Management	91	96	5	39.17	42.03	2.87
10-530-5	Cancer Information Management	82	78	(4)	26.90	27.63	0.73
10-504-X	Criminal Justice	45	36	(9)	20.33	15.93	(4.40)
10-316-1	Culinary Arts	3	4	1	1.00	1.60	0.60
10-317-1	Culinary Management	6	2	(4)	2.87	0.97	(1.90)
10-510-6	Direct Entry Midwife	35	47	12	10.57	16.47	5.90
10-307-1	Early Childhood Education	37	42	5	16.60	17.43	0.83
10-620-1	Electro-Mechanical Technology	22	27	5	11.17	14.00	2.83
10-325-1	Golf Course Management	16	8	(8)	7.90	3.77	(4.13)
10-201-2	Graphic And Web Design	18	16	(2)	7.70	7.20	(0.50)
10-530-1	Health Information Technology	49	29	(20)	17.63	9.00	(8.63)
10-520-3	Human Services Associate	33	19	(14)	15.87	9.63	(6.23)
10-825-1	Individualized Technical Studies		3	3		1.13	1.13
10-620-3	Instrumentation and Controls Technology	7	5	(2)	2.20	0.70	(1.50)
10-150-2	IT-Network Specialist	24	19	(5)	10.60	8.70	(1.90)
10-196-1	Leadership Development	18	9	(9)	4.53	1.87	(2.67)
10-513-1	Medical Laboratory Technician	17	21	4	7.40	8.40	1.00
10-543-1	Nursing-Associate Degree	173	199	26	48.87	63.67	14.80
10-524-1	Physical Therapist Assistant	19	16	(3)	6.97	5.70	(1.27)
10-182-1	Supply Chain Management	26	20	(6)	8.13	7.80	(0.33)
	Total Associate Degree	815	778	(37)	314.83	304.63	(10.20)
31-101-1	Accounting Assistant	4	6	2	1.50	2.17	0.67
32-070-1	Agricultural Power & Equipment Technician	40	38	(2)	19.60	20.00	0.40
31-405-1	Auto Collision Repair & Refinish Technician	11	12	1	4.30	5.63	1.33

Program		06-17-19	06-15-20	Student	06-17-19	06-15-20	FTE
Code	Program Title	Students	Students	Change	FTE	FTE	Change
32-404-2	Automotive Technician	22	34	12	10.43	15.23	4.80
31-475-1	Building Trades-Carpentry	9	11	2	4.60	5.87	1.27
31-307-1	Child Care Services	5	7	2	2.00	3.00	1.00
30-420-2	CNC Machine Operator/Programmer	5	2	(3)	2.37	0.87	(1.50)
31-502-1	Cosmetology	26	18	(8)	13.00	8.80	(4.20)
30-504-2	Criminal Justice-Law Enforcement 720 Academy	17	14	(3)	12.47	9.80	(2.67)
31-317-1	Culinary Specialist	1		(1)	0.50		(0.50)
30-508-2	Dental Assistant	14	11	(3)	7.03	5.87	(1.17)
30-812-1	Driver and Safety Education Certification	8	11	3	1.00	1.30	0.30
31-413-2	Electrical Power Distribution	41	44	3	19.77	21.47	1.70
50-413-2	Electricity (Construction) Apprentice		1	1		0.07	0.07
30-531-3	Emergency Medical Technician	12		(12)	2.00		(2.00)
32-080-4	Farm Operations & Management - Ag Mechanics	1	8	7	0.20	3.80	3.60
31-080-6	Farm Operations & Management - Crop Operations	1		(1)	0.10		(0.10)
32-080-3	Farm Operations & Management - Dairy	16	7	(9)	10.33	2.73	(7.60)
31-080-3	Farm Operations & Management - Dairy Technician	4	3	(1)	1.00	0.73	(0.27)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	10	2	(8)	2.23	0.50	(1.73)
32-080-6	Farm Operations & Management - Livestock		1	1		0.57	0.57
31-080-7	Farm Operations & Management - Livestock Tech	2		(2)	1.00		(1.00)
50-413-1	Industrial Electrician Apprentice	2	4	2	0.13	0.27	0.13
31-620-1	Industrial Mechanic	1	2	1	0.57	1.13	0.57
31-154-6	IT-Computer Support Technician	7	8	1	3.27	3.87	0.60
31-513-1	Laboratory Science Technician	4	5	1	1.07	1.33	0.27
31-509-1	Medical Assistant	29	35	6	15.60	17.53	1.93
31-530-2	Medical Coding Specialist	34	36	2	12.93	12.10	(0.83)
30-504-4	Nail Technician		2	2		0.53	0.53
30-543-1	Nursing Assistant	56	66	10	6.97	5.80	(1.17)
31-504-5	Security Operations	2		(2)	0.77		(0.77)
31-182-1	Supply Chain Assistant	3		(3)	0.53		(0.53)
31-442-1	Welding	<u>36</u>	35	(1)	17.03	17.07	0.03
	Total Technical Diploma	423	423	-	174.30	168.03	(6.27)

Program Code	Program Title	06-17-19 Students	06-15-20 Students	Student Change	06-17-19 FTE	06-15-20 FTE	FTE Change
20-800-1	Liberal Arts - Associate of Arts	14	20	6	3.00	4.43	1.43
20-800-2	Liberal Arts - Associate of Science	8	7	(1)	2.40	1.57	(0.83)
	Undeclared Majors	134	245	111	17.13	34.10	16.97
	Total Liberal Arts & Undeclared Majors	156	272	116	22.53	40.10	17.57
	Total	1,394	1,473	79	511.67	512.77	1.10
	Percent of Change						0.21%
	Vocational Adult (Aid Codes 42-47)	827	919	92	17.44	20.78	3.34
	Community Services (Aid Code 60)	-	-	-	-	-	-
	Basic Skills (Aid Codes 73,74,75,76)	49	14	(35)	1.53	0.30	(1.23)
	Basic Skills (Aid Codes 77 & 78)	103	133	30			<u> </u>
	Grand Total	2,373	2,539	166	530.64	533.84	3.20
	Total Percent of Change						0.60%





# Year-over-Year Status

Year-over-year Southwest Tech is down -2.69 % FTE for 19-20 school year

Year-over-year Southwest Tech is up 0.60% FTE for 20-21 school year enrollment (previously down -7.80% last report)





# Highlights and Virtual Events Events

#### **Recruitment Events**

- June 21 at 1 p.m. Ask A Charger AG (via zoom)
- June 30 at 1 p.m. Ask A Charger IT (via zoom)
- July 13 at 6 p.m. Ask A Charger Human Services (via Facebook alive)
- July 21 at 4 p.m. Discover Southwest Tech via Facebook Live

### **Enrollment Events – Fast Track**

- Tuesday, June 9 at 9 a.m.
- Monday, June 15 at 1 p.m.
- Tuesday, June 23 at 9 a.m.
- · Wednesday, July 1 at 1 p.m.
- Thursday, July 16 at 9 a.m.
- Wednesday, July 22 at 1 p.m.
- Thursday, July 30 at 9 a.m. & 4 p.m.
- Thursday, August 6 at 9 a.m. & 1 p.m.
- Monday, August 10 at 1 p.m.





# Program Recruitment – Ag – down registered students

1. Ask a Charger – Ag Recruitment Event - June 22



- 2. Thank You Farmer Buckets delivery June 24, 2020
  50 buckets delivered to 50 pre-identified farmers for a no-contact delivery including buckets, gloves, gift cards, RR1 popcorn, goat meat sticks, bumper stickers
- 3. FFA Member Congratulations celebrating area high school students who are missing the convention this year with a recruitment message and gift mail June 24





# Fast Track







# Laptop Program







# Charger Respect Pledge

# #CHARGERS RESPECT

SOUTHWEST TECH PROMOTES A COHESIVE CULTURE
THAT IS BASED UPON PROFESSIONALISM, FAIRNESS, TRUST AND RESPECT.





### B. Chairperson's Report

### C. College President's Report - Acting President Caleb White

- 1. Laptop Program
- 2. College Happenings

### D. Other Information Items

### Establish Board Agenda Items for Next Meeting

### A. Agenda for Next Board Meeting

- 4. Oath of Office
- 5. Election of Officers
- 6. Three-year and Ten-year Facilities Plans

#### B. Time and Place

The meeting will be held virtually on Monday, July 13, 202, at 6:00 p.m. followed by the meeting with the Foundation Board and Real Estate Foundation Board.

### **Adjournment**